DaProSystems

Software for Public Safety

IBR Plus
User Manual

IBR_Plus Help Manual

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Introduction

Master Name File and Maintaining Codes

I BR_Plus is a comprehensive system incorporating Incident Based Reporting modules, Computer Aided Dispatching, criminal records management, jail management and booking, evidence, stolen and pawned property, civil papers, concealed weapon permits, personnel management, and laptop / mobile data terminals.

When getting started with IBR_Plus, it is important to understand the function and usage of the Master Name File as well as the method for maintaining codes and tables.

Master Name File

The Master Name File is the group of records containing all personal information for IBR victims, suspects, witnesses, offenders, CAD complainants, and agency personnel. The Master Name File can be accessed from almost any screen within the IBR_Plus system.

Accessing the Master Name Screen

Generally you will have an option button on most IBR_Plus screens labeled **View Person Record**. By clicking this option button, you will view the IBR_Plus Person Information Screen.

Figure 1 IBR_Plus Person Information screen showing Master Name File details.

The Person Information Screen will give you the following information:

- Name

- Race

- Sex

- Date of birth

- Current and previous address history

- Current and previous employment history

- Descriptive information such as scars, marks, and tattoos

- Relative and next-of-kin information. You may also enter up to 99 Known Associates for the PID.   This information will be linked to the Gang/Terrorist and Drug Task Force Modules (future enhancements).

- Criminal IDs for FBI, state or local

- Immigration

- Other identification fields

- Attached word documents

- Photograph(s)

If a photograph is available, it will also be shown on this screen. You can make the photograph larger by clicking the icon to enlarge the photo. Also, under the photograph there is a button labeled **Next Photo**. If this button is enabled, more than one photo is available and you can click on it to view additional profiles, front shots, pictures of scars or marks, etc. until you hit a blank photo screen, indicating that you are at the end of the available photos for this person. Simply click **Next Photo** again and it will restart at the beginning of the photos. Normally, only criminal records will have photographs. The photographs are captured on the **Criminal/Civil Search Screen** by pressing the icon labeled **Mug Shot**.

Attaching Word Documents

You can attach word documents based on a template (.DOT extension) to any PID. To enable this, ensure that you have a **C:\IBRPLUS\Document** directory. If you do not have this directory under your IBRPLUS folder, create it (the folder must be called **document** in order for IBR_Plus to automatically find attached Word documents). To attach a Word document to a particular PID, you must have a Word template stored under your C:\IBRPLUS\document directory. Click the button on the Master Name screen which has the blue **W** and the paper clip icon on it. A set of options should appear at the bottom of your screen: **Attach, View,** and **Cancel** if you have templates (.dot extensions) stored under the document directory. Pressing **Cancel** will remove the options from the screen and return you to the default master name screen.

** NOTE ** You must already have Microsoft Word installed on your computer to use this feature.

Figure 2 Master Name screen after click the Attach Word Documents button. Options are in the bottom left corner.

Clicking **Attach** will show a list of templates available to you. You can create any kind of template you want in Word but you must follow these conventions in order for them to be used by IBR_Plus:

- The name of your template must start with **IBR_** or **ibr_** followed by a **.dot** extension (the standard Word template file extension). For example, the following names are appropriate: **IBR_NARR.dot** or **ibr_hist.dot**

- You must store template files in the directory: **C:\ibrplus\document**

** NOTE ** DaProSystems **cannot** provide support in creating your Word templates or documents. Please refer to you Microsoft Word documentation for any help in this regard.

Figure 3 Master Name screen with templates shown after hitting the Attach option

Click on the template from which you wish to base your new document. A Microsoft Word screen will automatically open with the chosen template. Enter in the appropriate information and then click the **File** menu and choose **Save** (or you can choose the save icon from you Word taskbar). The file will automatically be saved with a name using the following naming convention:

Pid#_templateName_sequential#.doc

For example, if you used a template named IBR_INC.dot and it was the second document based off of that template that you had created for PID number 00020224 the name would be: **00020224_IBR_INC_002.doc**

** NOTE ** Do **not** change the name of the document you save or IBR_Plus will not be able to find it.

You can now close out of the Microsoft Word window by clicking the **X** in the top right corner or going to the **File** menu and choosing **Exit.** If you have not saved changes to the document, you will be prompted to do so.

Viewing Attached Word Documents

To view documents attached to a particular PID, from the Master Name screen click on the button with the blue **W** and the paper clip icon. From the list of options at the

bottom of the screen, click **View**. A list of saved documents associated with that PID will appear.

Figure 4 Master Name screen with a list of attached Word documents shown after hitting the View option

Click on the appropriate document. A Microsoft Word window will automatically appear with that document opened in it. View the document or make any changes and then choose **Save** from the **File** menu if you have made changes or you can exit by clicking the **X** in the top right corner or going to the **File** menu and choosing **Exit**. You will be prompted to save if you have not saved changes.

Entering Names

Great care should always be taken when adding a new person to the system so that duplicate names will not be entered on the Master Name File. Whenever you enter a new name into the system and tab out of the name field, the **Master Name Lookup** screen will appear. You should put in as much of the name as possible in the format: **Last name,First name**. You should **not** have a space between the comma and the first name.
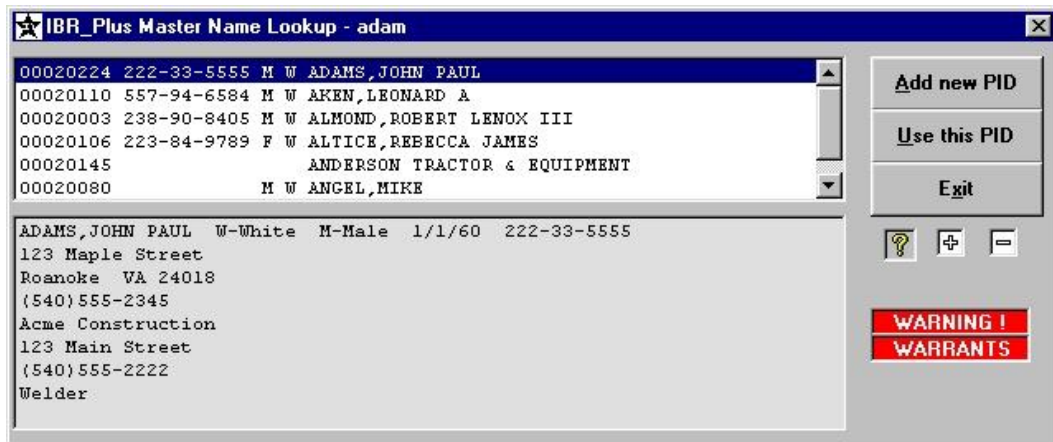
Figure 5 Master Name Lookup screen.

If the name you are entering appears on the list, this denotes that a person with this name is already on the file. You should determine if the person you are entering is indeed the person already on the file or a new person. Click on the **name** and then click on **the question mark (?)**. A screen will appear that shows the following information for the person already on the file:

- Name

- Race

- Sex

- Date of birth

- SSN

- Address

- Employer address

The **plus (+)** and **minus (-)** signs will give you an enhanced searching capability. For example, if you are entering "Smith,John Adam" and you think he may already be on the file as "Smith,Adam" you can click the **+** and the search will back up to show you all the Smiths on the file. You can click on **-** to narrow the search back to where you were originally.

If you have determined that this is a new person because the race, sex, or social security number is different, you may click on **Add new PID**. If this is the same person that is already on the file, click on **Use this PID**.

Merging Master Name Records

You will want to merge Master Name records if you determine that there are multiple Master Name entries for the same person. Merging records will combine all records associated with this person into a single, common Master Name entry.

To merge Master Name records:

- Go to the **IBR_Utilities** program. This is a separate program from IBR_Plus. You should see a shortcut on your desktop for the IBR_Utilities program if you have permission to use it. Login with your standard IBR_Plus userid and password.

- Choose the **File** menu and then click **Master Name/Merging**.

- Enter the PID (Personal Identification number) or the name of the person you want the records merged **to.** You can also enter **SSN, Sex, Race, Name,** and/or **Address**.

- Click **Search**

Figure 6 IBR_Utilities Search screen

- Highlight the name of the person you want the records merged **to**

- Click the **Merge** button

- A text box will appear labeled **Enter PID to merge…**. Enter in the PID number of the records to be merged **from** (Since this PID may not be currently shown on the search screen, insure that you have this number available prior to merging.)

- Click **Continue** (If you have decided you do not want to merge at this time, click **Cancel.)**

- The name and PID of the records you want merged **from** and subsequently deleted, will appear on the screen for visual verification. If the PID of the person you want merged **to** and the PID of the records to be merged **from** are correct, click **Merge**. If the PIDs are not correct, click **Cancel** to abandon the process.

- Once the **Merge** button has been clicked, all records will be moved to the PID of the person you merged **to**. The PID of the records to be merged **From** with all name, address, and employer records will remain in the system but will not have any associated records. You can highlight this PID and hit **Delete** if you wish to remove this PID from the sysystem.
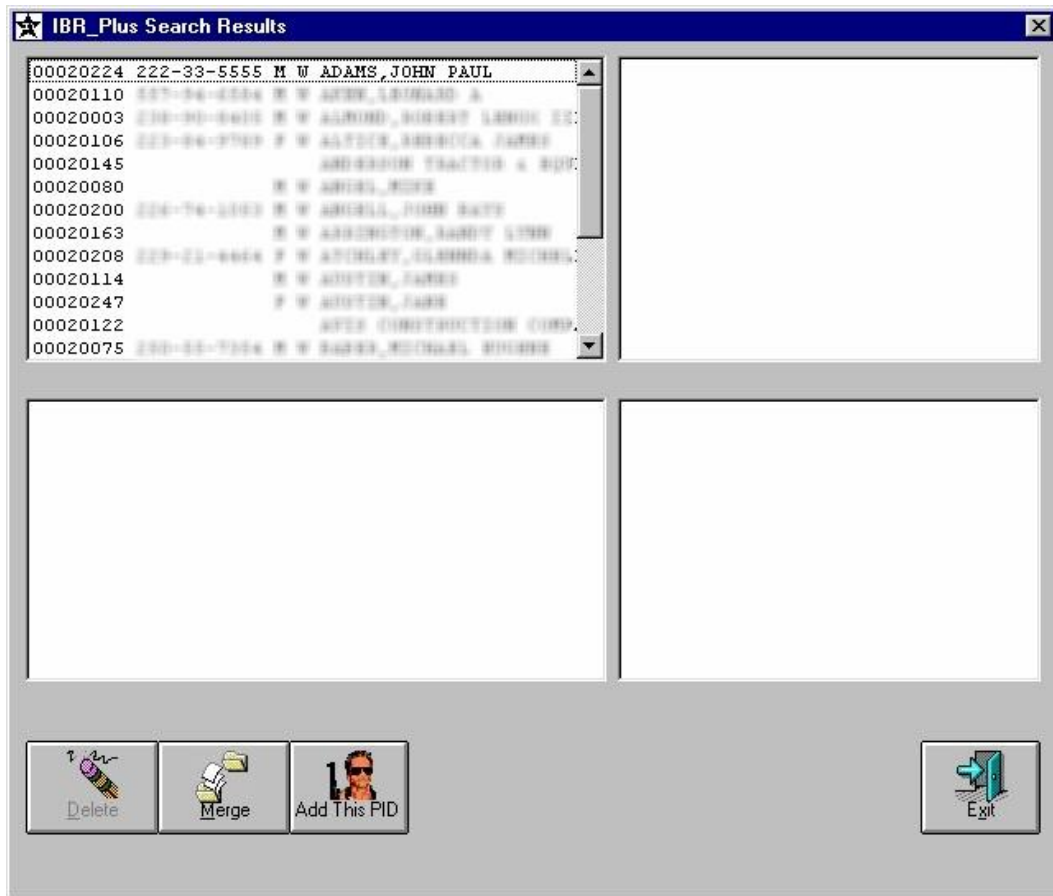
Figure 7 Master Name Search screen where you can Merge and Delete Master Name records

Deleting Master Name Records

If you wish to delete a Master Name record, you have to first insure that there are no records associated with this name (for example, IBR incidents, arrests, etc.)

To delete a Master Name record:

- Go to the **IBR_Utilities** program. This is a separate program from IBR_Plus. You should see a shortcut on your desktop for the IBR_Utilities program if you have permission to use it. Login with your standard IBR_Plus userid and password.

- Choose the **File** menu and then click **Master Name/Merging**.

- Enter the PID (Personal Identification number) or the name of the person you want to delete**.** You can also enter **SSN, Sex, Race, Name,** and/or **Address**. (If the person still has associated records on the file, the delete button will not be active and you will not be able to perform a deletion of that person's records until all associated records have been removed).

- Click **Delete**. A confirmation screen will appear. Click **Yes** to delete the PID.

Maintaining Codes and Tables

Modifying, Deleting, and Adding Codes

Many codes and tables can be administered and entered by IBR_Plus users or System Administrators. To enter or maintain codes:

- Go to the IBR_Plus **Main Menu**

- Choose the **File** menu

- Choose **Codes and Tables**

- From the **Type** box, click on the type of code you wish to modify. You can choose from:

  - FIPS

  - Officer

  - Zip

  - Zone

- A listing corresponding to the type you chose will appear in the **Description** box. Click on the description you want to change or delete. The description will appear in the box at the bottom of the screen, allowing you to change the description or delete the code. After you have made the changes, you can press the **Modify** button to change or the **Delete** button if you wish to delete that description.

- If you need to add a new description, choose a **Type** at the top of the screen and then click the **Add** button
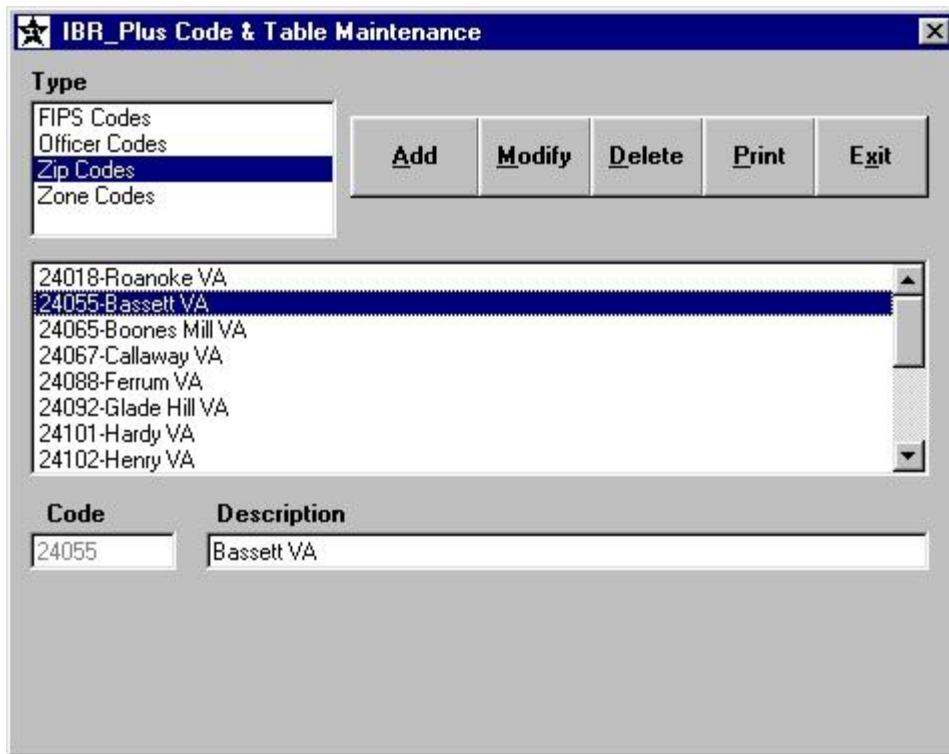
Figure 8 Code and Table Maintenance screen

Printing Code Tables

To print a table:

- Click the **Type** of table you wish to print from the box at the top of the screen

- Click **Print**

** NOTE ** If the Add, Modify, and/or Delete button is disabled on this screen, then you have limited maintenance capability for that code. You will need to have your System Administrator or another user with rights to these code make the necessary changes.

Using Pass-On Messaging

- Go to the IBR_Plus **Main Menu**

- Click **File**

- Click **Pass-On** or click the **"Pass-On" icon** on the Main Menu.
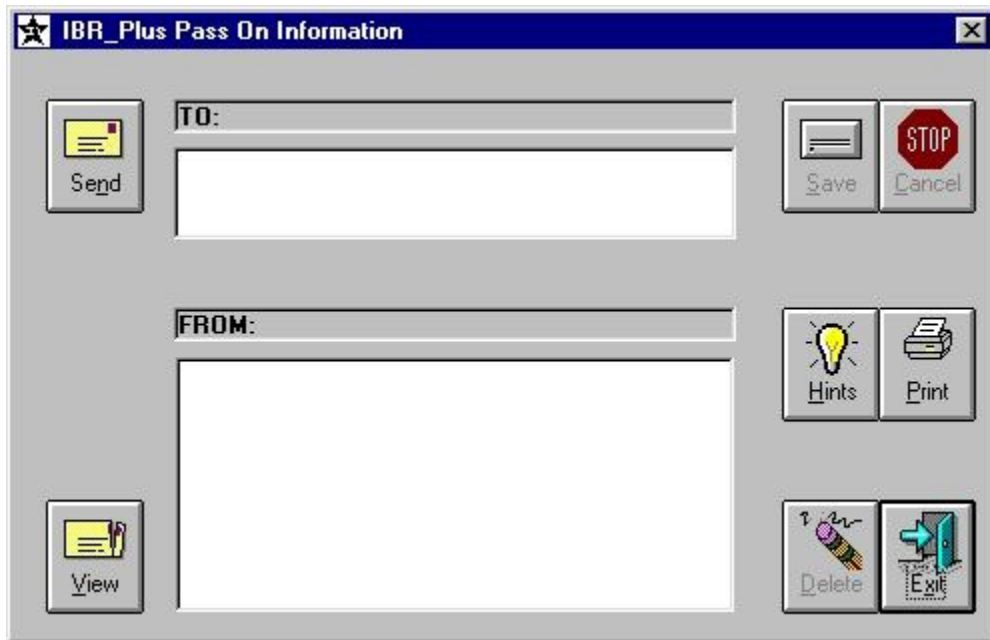
Figure 9 Pass-On Information screen

- If you want to send a message, click the "**Send**" **icon**. A list of all IBR users will appear. Click the **User ID** of the person(s) you wish to send a message. The cursor will appear in the large text box where you may then enter your message. After entering your message details, click **Save**. The message will be saved for the requested user(s). You will be prompted **"Save message contents for another send"**. If you reply **"Yes"**, the message will not be cleared.

- You have the option of sending to the user listed as **HOTSHEET**. The information you send to Hotsheet will be printed on the Hotsheet report. The message will also be sent to all Pass On users.

- If you want to view messages sent to you, click **View**. A list of messages will appear showing the date and time the message was sent to you. Simply click the message, it will appear in the large text box. After viewing this message, you may print it, then always delete the message if no longer needed.

- Each user is responsible for removing his/her own messages after they have been viewed and, or, printed. To remove the message, click the **Delete** button.

** NOTE **   At any time that you are creating a new message, you may press the **Cancel** button to discontinue creating the message.

Incident Based Reporting

Entering and Validating Incidents

T o access the Incident Based Reporting system:

- Go to the IBR_Plus **Main Menu**

- Choose the **Offense** menu at the top

- Choose **Incident Based Report**

Figure 10 Incident Based Reporting menu

Setting Agency Information

Agency information must be entered to insure accurate submission of IBR data to the state.

To enter agency information:

- From the Incident Based Report menu screen, choose the **File** menu

- Choose **Agency Information**

Figure 11 Agency Information Screen

The Agency Name was preset when you received your IBR software. You can enter:

- Address

- Chief Administrator

- Phone

- Records Clerk

- Number of sworn and civilian male and female employees

- Solvability weights for incidents

The solvability factors for Suspect Named, Witness to Crime, Property Traceable, Unique M.O., Suspect Identified, Suspicious Vehicle Identified, and Significant Evidence can be given a total value from zero to one hundred (0 to 100) points. For instance, if property is traceable one agency may think that would give an incident a solvability score (30) but another agency might give it more or less weight. Each agency can set up their own parameters for these fields as long as the total does not exceed one hundred (100) points. The IBR_Plus system then automatically totals these solvability factors based on which fields have been selected for each incident.

The **Override** button will allow changes to your base date and IBR submission dates; however, a password is required to make these changes. You will be instructed by DaProSystems after you are certified on how to change your base date to your actual base date.

** NOTE ** Any changes to your agency name or ORI must be coordinated with the State Police and cannot be changed on this screen.

Searching for an Existing Incident

To access the Incident search screen:

- From the Incident Based Report menu screen, choose either the **Search** button or choose the **Search** menu at the top of the screen

Figure 12 Incident Search screen

When searching, search on only one criteria such as:

- Incident Number

- Name

- Reporting Officer

- Investigating Officer

- UCR Code

- Property Type Code

Examples: Enter 19960601001 to get a list of Incident# beginning for June, 1996. Enter B or Bro or Brown,John for names. Enter make/model/serial/year only with property. If looking for a red Buick, look under Property 03-Automobiles, not UCR 240-Motor Vehicle Theft. Date Ranges and narrative searches may be used with any selection. Enter entry/exit only with UCR Codes. Searching through narratives may be very slow.

Once you have entered your search criteria, click **Search**. A list of related incidents will appear.
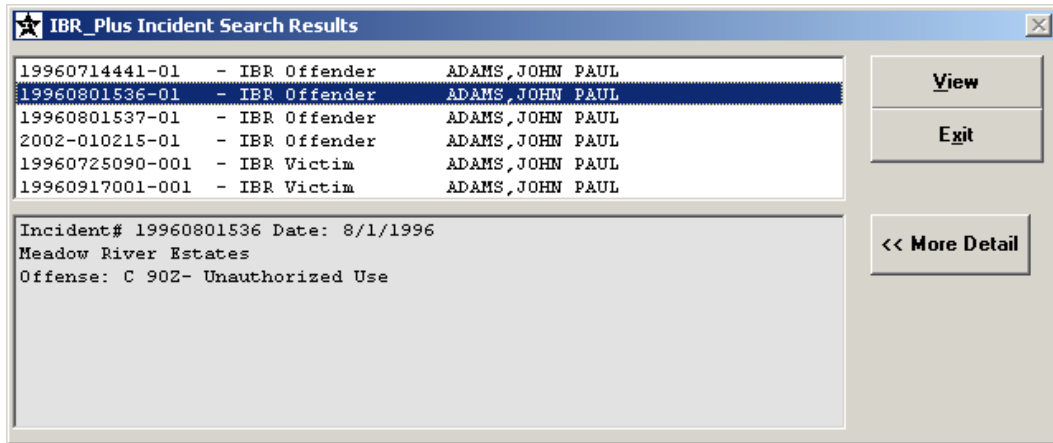
Figure 13 IBR Search Results screen

You can single-click on an incident in the top half of the screen to view key details of the incident in the bottom half of the screen or you can single-click and incident in the top half and then press the **More Details** button to bring up the Mobile Viewer with more complete incident information.
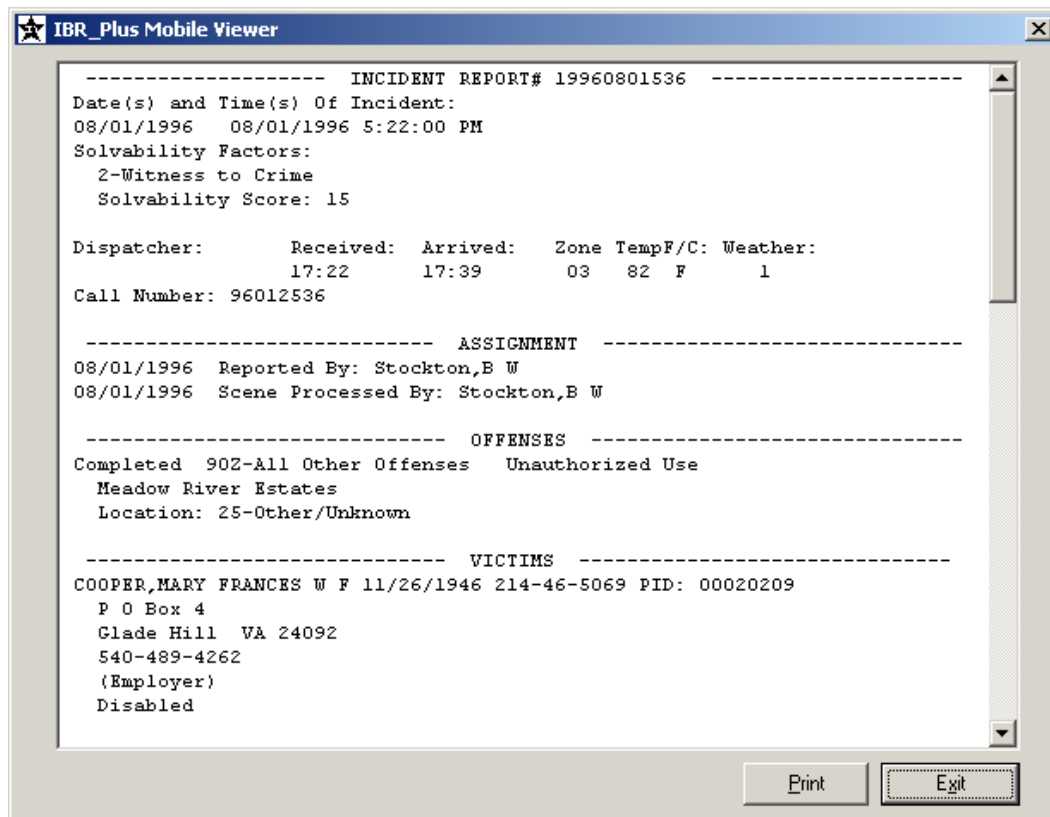
Figure 14 Mobile Viewer screen

Viewing an Incident from the Search Results

Click the line that contains the Incident you wish to view and then click **View** (or you can press **Alt + V**).

Adding an Incident

To add an incident:

- Enter the Incident Number you want to add. The incident number can be in one of two formats:

    - Use the century and year followed by the month and day and then a three digit sequence number. This method will automatically fill in incident dates (these dates may be changed if needed). **Example:** 20001104001

    - Optionally, if you are using the IBR_Plus Dispatching Module, you may use the century and year followed by a hyphen and a six digit number. **Example:** 2000-002453

- Click **Add**. The Incident Based Report screen will appear with dates based on the Incident Number you have entered

Figure 15 Incident Based Reporting screen

Enter in the following information:

- Solvability Factors

- Internal Status

- Any available dispatch information

- Zone

- Weather conditions (if available)

- Call Number field – This field is for your use if you are not using the IBR_Plus Dispatching Module. You may manually enter the Dispatch Call Number on the screen.

The bottom of the screen contains several tabs where you can add Offenses, Victims, etc. Most offenses will require Offenses, Victims, and Offenders. Based upon the type of

offense, Property, Drugs, and Vehicle information may also be required. Assaults may be added if the law enforcement officer has been assaulted. Assignments and Narratives may be added for any type of offense.

The State IBR reporting only requires that Group B offenses be reported if an arrest is made; however, you may want to enter all Group B offenses for your own local use.

** NOTE ** All IBR_Plus clients should have a current copy of the State IBR Data Dictionary and an IBR User's Guide. If you do not have a Data Dictionary available, you may press **F1** from any screen to see a condensed version of the IBR Data Dictionary.

For more information on the individual Incident tabs, see the associated **Help** screens for each tab.

Offense Information

To enter Offense information, from the main Incident screen:

- Click the **Offense** tab. A list of current Offenses will appear.

- To view a particular offense, click the **Offense** and then click **View** or simply double-click the **Offense**

Figure 16 IBR Offense screen

Adding a New Offense

If the offense is not on file, click **Add** and the offense screen will appear for new entry.

Deleting an Offense
Click the particular offense you want to delete, and click **Delete**.

Entering Offense Information
All offenses need:

- UCR Code

- Offense status

- Attempted or Completed status

- Whether or not the crime was Bias Motivated

- Whether or not the offender used a computer, alcohol, drugs, or if these are all Not Applicable (N/A)

- Location code

Additional information includes:

- The **Number of Premises** is only used for hotel rooms and self-storage lockers

- The address of the offense should always be entered if it is available. As a convenience, any time you add an offense the previous address that was entered will show up automatically on the screen. For example, if you are listing a breaking and entering as well as a larceny, you will not have to type the address for the second offense as it will carry over from the first offense.

- For Group B 90Z crimes classified as "all other", the field **Explain 90Z** may be used to classify the 90Z crime. This field should only be used for 90Zs and you should be consistent in your coding. Free form or coded entries are allowed in this field.

- Type of criminal activity, security, entry, exit, weapon and force are used for particular crimes. See you IBR User's Guide for more information.

- You should link any offenders involved in this offense with the check boxes at the bottom of the screen.

Victim Information

To enter victim information, from the main incident screen:

- Click the **Victim** tab. A list of the victims will appear

- To view a particular victim, click the **Victim** and then click **View** or simply double-click the **Victim**

Figure 17 IBR Victim screen

Adding a New Victim
If the victim is not on file, click **Add** and the victim screen will appear for new entry.

Deleting an Victim
Click the particular victim you want to delete, and click **Delete**.

Entering Victim Information
When adding victims:

- The victim can either be a person or a business, and in some cases, the Commonwealth.

- If the victim is an individual, you should enter whether or not he/she is a resident of your jurisdiction.

- The victim should always relate to at least one offense.

- Victim injury, aggravated assault, justifiable homicide, and manslaughter are only used for specific offenses.

- Relationship of victim to offenders are only used for particular offenses. See you IBR User's Guide for a description of these fields.

Offender Information

To enter offender information, from the main incident screen:

- Click the **Offender** tab. A list of the offenders will appear

  To view a particular offender, click the **Offender** and then click **View** or simply double-click the **Offender**

Figure 18 IBR Offender screen

Adding a New Offender
If the offender is not on file, click **Add** and the offender screen will appear for new entry.

Deleting an Offender
Click the particular offender you want to delete, and click **Delete**.

Entering Unknown Offender Information
When adding unknown offenders:

- You will be prompted with the question "Number of offenders known?" If you do not know how many offenders were involved in this incident, click **No**. A special offender number **00** will be added with the name **Unknown** and with the sex, race, and age listed as unknown. This is all that is required

on the offender screen.   You can **Exit** when you have completed this information

- If you later receive more offender information and need to add specific information for a person, click **Add**. You will be warned that you had previously entered an offender number **00**. Click **Yes** to remove Offender 00. Then you can add actual offenders who will be numbered 01, 02, etc.

- If you do know that there was only one offender but do not know who it was, you can use the special name **Unknown** in the **Name** field. This name will not appear on the Master Name Search

Entering Known Offender Information
When adding known offenders:

- If you do know the offender's name but he has not been arrested, you can enter the offender's name and any race/sex information that is available. Once an arrest has been made, an actual offender name with race, sex, and age information must be entered, along with any other available information to identify the arrestee.

- Once the arrest information has been entered, you must enter:

  - Arrest Type

  - Multiple-arrest indicator

  - Any weapons confiscated during the arrest

  - Arrest location

  - Resident Status

  - UCR arrest code

  - Arrest date

  - Arrest number

** NOTE ** If you are using the Criminal Warrants portion of IBR_Plus, you may add an offender from the warrant information. ON the Offender tab, before you click the **Add** button, you may enter the ten digit Warrant Number. Not that this should be the number assigned by the Magistrate. Once you have entered this number, click **Add** and any pertinent information from the warrant will be copied to the IBR Offender information. In addition, if the warrant has been served, any arrest information will also

be updated including information available form the arrest. Example: arrest type, weapons, juvenile disposition, etc.

Vehicle Information

To enter vehicle information, from the main incident screen:

- Click the **Vehicle** tab. A list of the vehicles will appear.

- To view a particular vehicle, click the **Vehicle** and then click **View** or simply double-click the **Vehicle**

Figure 19 IBR Vehicle screen

Vehicles can be associated with a property record. On the property screen click **Vehicle ID** and then click **View**. This is for use for stolen motor vehicles when you want to describe the vehicle stolen as a piece of property. Also, when you want to relate a vehicle to an article that was stolen from a vehicle, you can describe the vehicle using this method. The vehicle screen allows you to enter:

- The year

- Make

- Model

- Style

- VIN number

- Colors

- Teletype

- Vehicle license plate number

- License plate state

Vehicles may also be attached to an offender / arrestee record, by clicking on **Vehicle ID** and then the **View** button. You can attach a vehicle to an offender or suspect whether or not his name is known.

Examples: There is an unknown offender, but he was seen driving away in a Chevrolet, so the description of the Chevrolet could be used. A pair of sunglasses was stolen from a car. The glasses were the only property stolen from the car, but the car's description could still be used.

Property Information

To enter property information, from the main incident screen:

- Click the **Property** tab. A list of the properties will appear.

- To view a particular property item, click the **Property** and then click **View** or simply double-click the **Property**

Figure 20 IBR Property Screen

Adding a New Property Item
If the property item is not on file, click **Add** and the property screen will appear for new entry.

Deleting a Property Item
Click the particular property item you want to delete, and click **Delete**.

Entering Property Information

On the property screen, enter:

The **Ucr Code** for the offense related to this property

Whether the property was **stolen** or **destroyed**

The **type of property lost** (example: stolen or destroyed)

The **IBR classification** for the property

Quantity and **value**

A brief **description** of the property (**Example:** If this was jewelry you could describe it as a gold ring with the initials "AB" inscribed on it.) This description field can be searched later on during property searches.

The **victim number**

IBR_Plus has been enhanced to include:

Make

Model

Serial

Color

Second Color (for two-toned vehicles, etc.)

NCIC

Model year

For weapons, finish and caliber can be recorded

The icon of a calculator is on the screen for your convenience. When you're working with property values you can use the Windows calculator to figure out property values, etc. while within the IBR_Plus system.

When the property is recovered, simply click the **Recover** button.

Figure 21 IBR Property Recovery screen

** Note ** There are three areas for property recovery. As an example, if a quantity of five items were stolen, a quantity of two may be recovered on one day; two more on the following day, and the final recovery at yet a later day.   You must enter the **quantity** and the **value** recovered along with the **date and time** of the recovery. The disposition is not required but you can record whether or not the property was held for evidence, returned to the victim, etc.

** NOTE ** On this property screen, if the property was a stolen vehicle or property was stolen from a vehicle, you may check the **vehicle ID check box**. Click **View** and add an associated vehicle to this property record if you like.

Drug Information

To enter drug information, from the main incident screen:

- Click the **Drugs** tab. A list of the involved drugs will appear.

- To view a particular drug item, click the **Drug** and then click **View** or simply double-click the **Drug**

Figure 22 IBR Drug Information screen

Adding a New Drug Item
If the drug item is not on file, click **Add** and the drug information screen will appear for new entry.

Deleting a Drug Item
Click the particular drug item you want to delete, and click **Delete**.

Entering Drug Information

The drug screen is also used to further classify property on UCR crimes related to drug and narcotic violations.

The type of property can be described on the drug screen. As an example, if property is seized from a drug or narcotics violation, property description would be classified as drugs. Many times drugs are associated with a crime against society where the Commonwealth or State is the victim.

For each type of drug, you can enter:

- The drug type

- Whole or fractions of measurements

- The unit of measurement

If you are unsure what type of drug it is, you should record it as **unknown** until the lab report is returned to actually classify the type and weight of the drug.

** NOTE **   If the drug was reported as seized on the property screen, this type of property may not be recovered. Each type of drug can only be recorded in one dry measurement.   (For example, marijuana can not be recorded in both grams and kilograms. Likewise, drugs can only be recorded in one liquid measurement. It could not be recorded as a fluid ounce and a gallon.)

Assignment Information

To enter assignment information, from the main incident screen:

- Click the **Assignment** tab. A list of assignments will appear.

- To view a particular assignment, click the **Assignment** and then click **View** or simply double-click the **Assignment**

Figure 23 IBR Assignment Screen

Adding a New Assignment
If the assignment is not on file, click **Add** and the assignment screen will appear for new entry.

Entering Assignment Information
The assignment allows you to record:

- The reporting officer

- The investigating officer

- The officer who processed the scene

- The officer who will approve the incident report

- Images (scanned, camera, or import) related to an incident. Click the camera icon button to enter an image (same procedure as mug shot captures except the Front, Profile, and Scar buttons are not processed). Images can only be deleted by users with Case Supervisor Clearance.

Each one of these assignments may be accompanied by date as well as other information on whether or not prints were found, photographs taken, and if evidence was collected. Additional information about narratives can also be recorded here.

**Warning **   There may be juvenile information on the narrative, as well as witness and evidence information.

An extra field has been added to this screen where you can enter any type of follow-up date and comment pertaining to this incident.

A special report can be run by investigations to report on all incidents that have not been followed up within a certain amount of time. This report can be sorted and printed by responsible officer. **** Note ** If the incident has an investigator assigned, the investigator is the responsible officer; otherwise, the reporting officer is responsible.**

Narrative Information

To enter narratives, from the main incident screen:

- Click the **Narrative** tab. A list of narratives will appear.

- To view a particular narrative, click the **Narrative** and you will be automatically taken to the narrative entry portion of the screen.

Figure 24 IBR Narrative screen

Adding a New Narrative

If the narrative is not on file, click **Add** and the assignment screen will appear for new entry.

Entering or Modifying Narrative Information

To view an existing narrative, click on the narrative number and the narrative will appear at the bottom of the screen. If you are authorized with maintenance capability, you may add to or modify the narrative by simply clicking the **Add** or **Modify** button.

You can have up to 999 narratives. Generally, one original and several supplemental narratives are entered as the incident progresses.

Optionally you may have up to 999:

- officer statements

- victim statements

- complainant statements

- witness statements

- offender statements

** Note ** The narrative entry if very similar to Microsoft Word. It will automatically word-wrap for you as the information is entered. You may spell check the document anytime you are in **Modify** mode. The **Spell Check** icon with the **Picture** (ABC) will not check spelling of words with all capitalized letters. The **Spell Check** icon <u>without</u> the **Picture** <u>will</u> check spelling of words with all capitalized letters. To print the narrative only (without printing the entire incident), you may press the **Print** icon while in **Modify** mode.

At the bottom of the screen, is a list box of associated officers and victims related to this incident. This is mainly used for filing supplemental reports where you may want to print several copies of the report and file it by officer and / or victim name.

Time Window Incidents

Time window Incidents will be accepted for exceptional clearances, recovered property and arrests only. After certification with VA State Police, a new BASE DATE will be established for the first submission.

This new date must be entered into IBR_Plus (agency information) and the SCRIBE edit system (if available). The IBR submit dates will be cleared for all Incidents submitted during the testing phase. Contact DaProSystems after certification. They will guide you through this process.

Adding a new time window Incident:
- Enter incident number as YYYYMMDDSSS

- Click the 'Time Window' button (not the 'Add' button)

- The Incident Date must be earlier than the BASE DATE.

Figure 25 Time Window button

Adding recovered property
- Enter **Property loss** as type **5 - Recovered**

- Enter **Quantity** as 0

- Enter **Value** as 0

- Click R**ecover** Button

- Enter recovered **quantity**, **value** and **date** (date must be on or after the BASE DATE)

Adding an Arrest
- Offender # may not be 00 (unknown)

- Arrest data must be entered   (arrest date must be on or after the BASE DATE)

Information that does Not need to be Entered
Victims, narratives, assignments, offenses (UCR codes will be obtained from Property and arrest data), drugs, etc.

Converting Testing Phase Incidents to Time Window Incidents
- Enter number as YYYYMMDDSSS (this number should already be on file)

- Click the 'Time Window' button (not the 'Add' button)

- The Incident Date must be earlier than the BASE DATE.

- Any property recoveries or arrests that are entered with a date on or after the BASE DATE will be submitted on the next IBR submission.

Validating Data Entered

Once you have entered all of the required offense, victim, offender, property, etc. information, you may validate the information by clicking on **Validate** at the top left of the Main Incident Screen. This validate option works very closely with the State Data Dictionary and processes all the data you have entered.
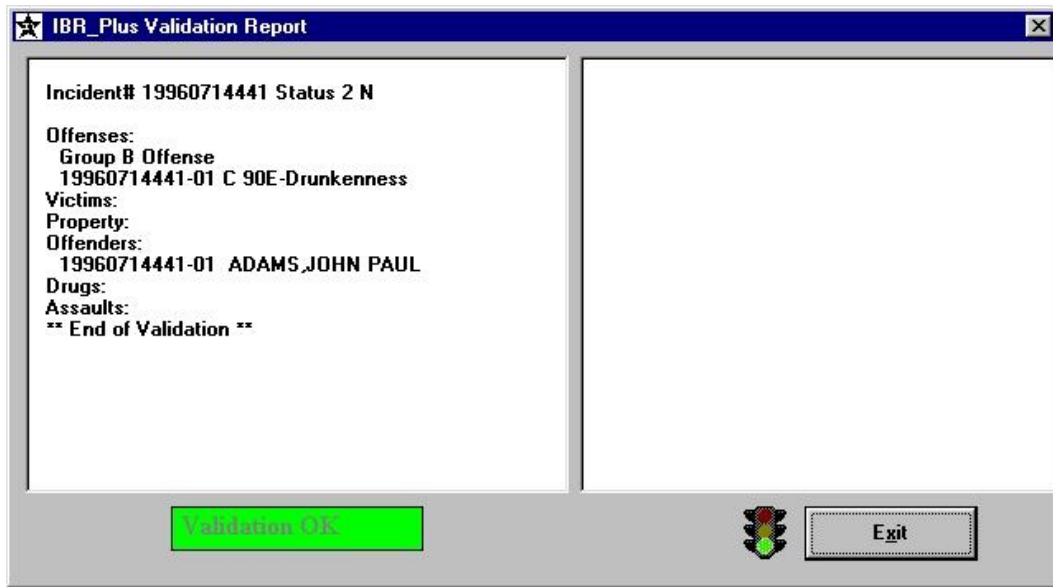
Figure 26 IBR Validation screen

If you get a green light with the words "**Validation OK**" at the bottom of the screen, the data you entered has passed all state validation requirements.

A red light and "**Validation Failed**" at the bottom of the screen signifies that you have one or more errors on the screen or that information is missing. The left side of the validation report shows your incident number with all accompanying offenses, victims, property, and associated records. If there were errors, the errors will be denoted on the right hand side of the validation report screen. As an example, if the message "Victim 001 must relate to an offense" showed up on the right side of the validation screen, you can simply click on Victim 001 on the left side of the screen, correct the errors, exit to the IBR_Plus Main Screen and click Validate again until you have the get the "Validation Okay" green light.

** NOTE ** When you are clicking on the left side of the screen to return to the incident to make a correction, always click on a line that has the incident number on the left part of that line.

Occasionally, the validation report may give a yellow warning which is simply a caution. As an example: You have an offense such as destruction of property, and for some reason you added drug information to this incident. The validation will show a warning message "drugs showing but a UCR 35A or B offense is not found". The offense will still be reported correctly to the state, but the drugs information will not be sent.

Sending Information to the State Police

From the Incident Based Reporting menu:

1. Click **File**

2. Click **Create IBR Submission**. The IBR Submission screen will appear.
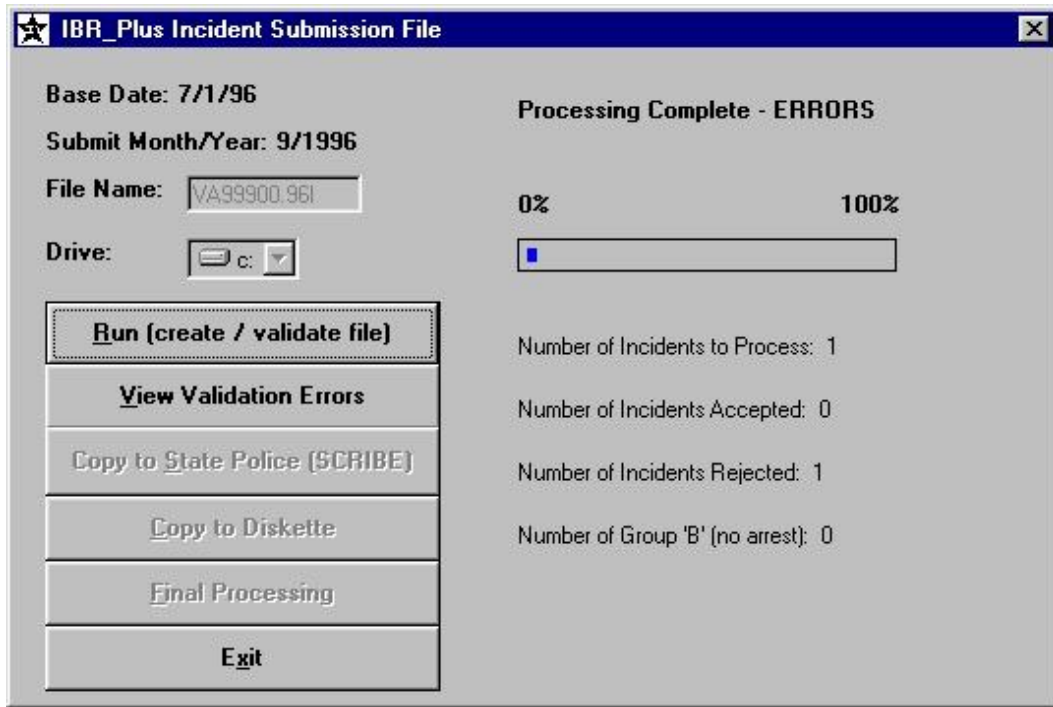
Figure 27 Incident Submission screen

3. Visually verify the month and year of submission, agency ORI, and the file name.

4. Click **Run (create / validate file)**

5. IBR_Plus will examine all data eligible for submission and begin file creation and validation. A running count and progress bar will be displayed during this process.

6. If errors are detected, click **View Validation Errors:**

    a) IBR_Plus will load each incident that did not validate correctly. Correct the data and re-validate the incident until **Validation OK** appears.

    b) Click **Exit** from the incident screen

    c) IBR_Plus will continue until all incidents needing re-validation have been processed. After all incidents are corrected, return to step 4 above.

    If errors are **not** detected:

If you are **not** using the Virginia State Police PC edit programs (SCRIBE), continue at step **7** below. **** Use of the SCRIBE system is recommended ****

If you **are** using the Virginia State Police PC edit programs (SCRIBE), you must run these programs from a DOS prompt (IBR_Plus is a **Windows** program).

a) Click **Copy to State Police (SCRIBE)**

b) When the prompt **Copy to C:\SCRIBE\IBREDIT.DAT on   this workstation?** appears, click **Yes**.

c) When the prompt **Copy Completed** appears, click **OK**

d) Double-click the **State Police Icon**

e) Type **1** or **S** and press **Enter** – this will run single field edits (watch program status while running, you are looking for error count greater than 0)

f) Type **2** or **C** and press **Enter** – This will run cross field edits (watch program status while running, you are looking for error count greater than 0)

g) Type **3** or **G** and press **Enter** – This will generate an error report (you will be prompted to make sure your printer is ready here- Press any key)

h) If prompted **Type Y to clear error file?**, type **Y** and press **Enter.** If any errors were detected, look up the error codes and error fields in the **Data Dictionary**. If you can not resolve all errors, fax DaProSystems a copy of the error report and we will try to help you resolve the problem. Whenever possible, DaProSystems will modify its Validation Routine to ensure that no errors are generated by the SCRIBE system.

i) Type **9** or **X** and press **Enter** – This will exit he SCRIBE edit program. If you are asked to initialize the error file, type **Y** to return to the IBR_Plus submission routine.

j) If errors were encountered, **Exit** form the IBR_Plus submission screen and resolve errors. Restart at step **1**.

7. Click **Copy to Diskette**

a) The diskette drive list box will open, allowing entry of which diskette drive to use. Currently, only drives **a:** or **b:** are allowed. Choose one of the drives.

b) You will be prompted to place a new or empty diskette into your floppy drive. Place a **blank formatted** diskette in the drive and click **Yes**. The submission data will be copied to the diskette. **** NOTE ** IBR_Plus will not allow you to use the diskette unless it is empty; this will help to prevent state police from reporting that the diskette is unreadable.**

c) When the diskette copy is complete, the message **Copy complete, remove Diskette** will appear. Remove the diskette, label it immediately, press **OK**. For your convenience, the message **Would you like to make another copy of diskette?** will appear. You may make as many copies as desired until you answer **No**. This diskette may be used in case the diskette that is mailed is damaged in transit or is unreadable for any reason. A portion of the file will be displayed on the screen. This will **not** display the entire file. To view the file, use a text editor such as NOTEPAD to view the diskette.

8. The diskette is ready to be sent to the Virginia State Police. Label the diskette as follows:

Description	Example

ORI | VA9990000
Agency Name | Demonstration Police Department
Submission Month/Year | 01 / 1996
File Name | VA99900.96A
If you are not certified add |
"testing" to the bottom of the label. | **TESTING**

9. Click **Final Processing**. This is the final phase of IBR monthly submission and is **very important**. This process informs IBR_Plus to being submissions for the next month and marks all submitted records as having been sent to the State Police repository. **If this step is not completed, serious errors on subsequent submissions to the State Police repository may be encountered**. If you do not complete this step, you will receive the message **Do you REALLY want to exit without FINAL PROCESSING complete?** This message implies that you have gone all the way through step 7 and for some reason did not finish. Most likely, you should answer **No** and finish the Final Processing. After clicking Final Processing, you will be prompted with the message **Update IBR submission dates?** Click **Yes.**

10. The system will prompt you with **Print Audit Trail?** Press **Yes** or **No.**

11. You will receive the message **Final Processing Complete….** Click **OK**.

12. Click **Exit**.

** NOTE **   DaProSystems has set up the IBR submission criteria for your agency when your IBR_Plus system was installed. This setup information should not need to be changed while you are testing. Once your agency has been certified, certain fields will need to be changed and database adjustments must be made. DaProSystems will instruct you on making these changes. Changes to ORI number or agency name must be coordinated with the State Police.

The SCRIBE edit programs have also been installed by DaProSystems. A copy of the SCRIBE installation / processing instructions is provided for your reference.

** Hint **   If you do not validate your incidents as soon as they are entered, you may optionally run steps 1 through 6 above at periodic (daily, weekly, etc.) intervals to check your work. Do **not** go past step 6 until the actual end of the cycle (monthly) process is required.

Deleting Incident Records

Deleting incidents can be a very tedious process, so great care must be taken before entering your original incident information. The most common reasons for having to delete an incident are that the incident has been added with the incorrect incident number or an incident has been added twice (with different numbers) to the data base.

To delete an incident, you must remove:

- all references to related incidents

- all offenses

- all victims

- all offenders,

- all property

- all vehicles

- all drugs

- all complainants

- all witnesses

- all assaults

- all narratives

Note that to delete a narrative you must click on the narrative, go into **modify** mode, remove the original or supplemental flag, erase the date and time, erase the entire narrative text, remove any officer or victim numbers and then the narrative will be **deleted** when you **exit** the screen.

Figure 28 Delete button on the Incident main menu

After all of the above information has been deleted, the incident base record may now be deleted. From the Main Incident Based Reporting Menu Screen, with the incident number in the incident number box, click **Delete**. If you get the message **Incident IBR data submitted to State Police, automatic completion of delete will be done at month end submission**, this means that this incident has already been sent to the State Police. The incident will be flagged as **Pending Delete**, and at the end of the month, when the actual submission is done, a **delete record** will be sent to the State Police and the incident will be removed from the data base. If the record has not been sent to the State Police, the delete will immediately remove any remaining information for the incident.

Chapter

3

Property, Pawn and Evidence

How to use the property and evidence aspects of IBR_Plus

T o access the Property and Evidence Search screen:

- Go to the IBR_Plus **Main Menu**

- Choose the **Offense** menu at the top

- Choose either **Stolen Property, Pawned Property** or **Evidence**. They will all send you to the Property and Evidence Search Screen. This screen ties in property that can be commonly identified through Incident Based Reporting as stolen property, property that has been recovered, property that has been pawned at your local pawn shop, and property contained in your evidence room.   They all have common make, model, serial classifications and property type codes.

Figure 29 Stolen Property / Pawned Property / Evidence screen

Adding and Entering Property Information

Adding Property
To add property you may either enter the **property number** or click **Auto** to have IBR_Plus automatically number the property for you. Then click **Add**.

Entering Property Information
On property, enter:

- Name of the owner

- Property type

- Quantity

- Value

Optionally, you may enter:

- Make

- Model

- Serial

- Color

- Year

- NCIC

- For firearms: caliber and finish information

Adding and Entering Evidence Information

Adding Evidence

To add evidence, you can manually enter the **evidence number** or click **Auto** beside the evidence number to have IBR_Plus automatically number the evidence number for you. Click **Add**.

Entering Evidence Information

Enter:

- The name of the victim and/or the defendant

- Property type description

- Quantity

- Value

Optionally you may add:

- Make

- Model

- Color

- NCIC

- Year

- For firearms, caliber and finish information

Evidence also has areas where you can denote if the evidence is being held in the evidence room, held for an insurance company, held for release to the owner or held for auction. When the evidence is disposed of you can mark that it has:

- Been destroyed

- Returned to the owner

- Describe other disposition and date

You can manually inventory all property in the evidence room by entering the date it was last verified and the officer number who verified the information.

A complete audit trail may be maintained of all evidence moving to and from court or other areas by :

- Describing the person it was released to

- The officer releasing the evidence

- When the item was returned to the evidence room

- Received from (the person returning it)

- The officer checking it back in

Figure 30 Evidence screen

Evidence Check-In, Check-Out, Inventory

Evidence Check-In and Check-Out

IBR_Plus enables you to do mass evidence check-ins and check-outs either by entering the information by hand or via a bar-code scanner. To access the evidence check-in/out screens, from the main evidence screen go to **File** and the choose **Evidence Check-In** or **Evidence Check-Out** respectively.

Figure 31 Evidence Check-In entry screen

Figure 32 Evidence Check-Out entry screen

To check-in/out evidence:

- Select the appropriate **Officer** from the pull-down list

- Enter the appropriate **Date/Time In/Out**

- Enter the name that the items were **Received From** or R**eleased To**

- Press **Begin**

A box will open up allowing you to enter **Evidence Numbers**. You can type in a number manually or scan it via a bar-code scanner. After each number has been entered, press the **Next Item** button. When all items released to or received from that person have been entered, press the **Exit** button.
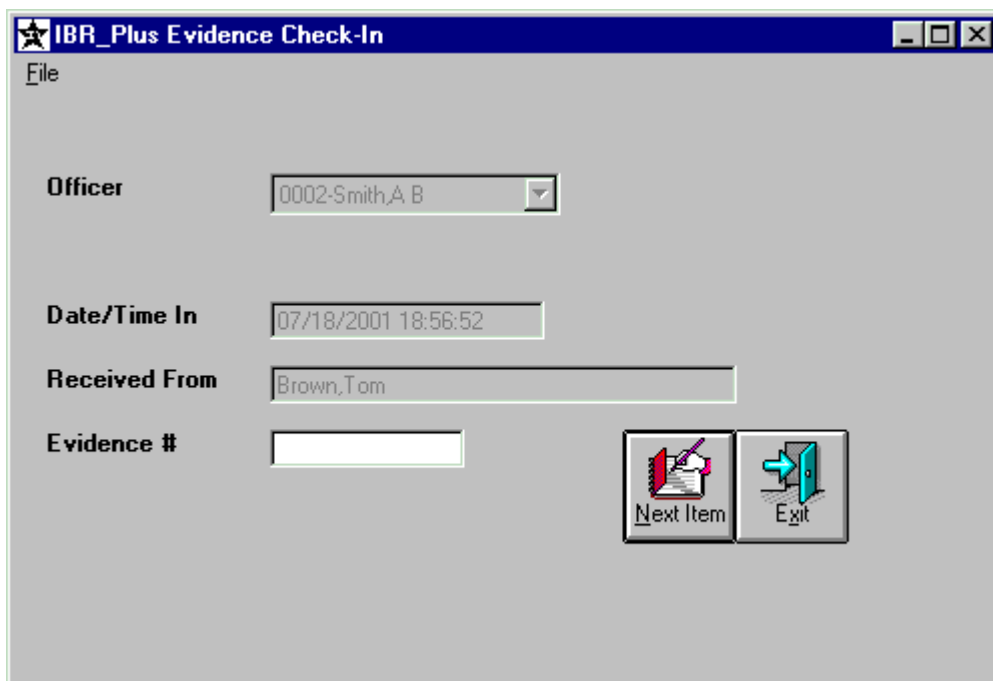
Figure 33 Evidence Check-In screen with Evidence Number text box

Evidence Mark Inventory

To mark evidence as inventoried on a certain date, choose the **Evidence Mark Inventory** selection from the **File** menu on the main Evidence screen. The **Evidence Inventory** screen will appear.
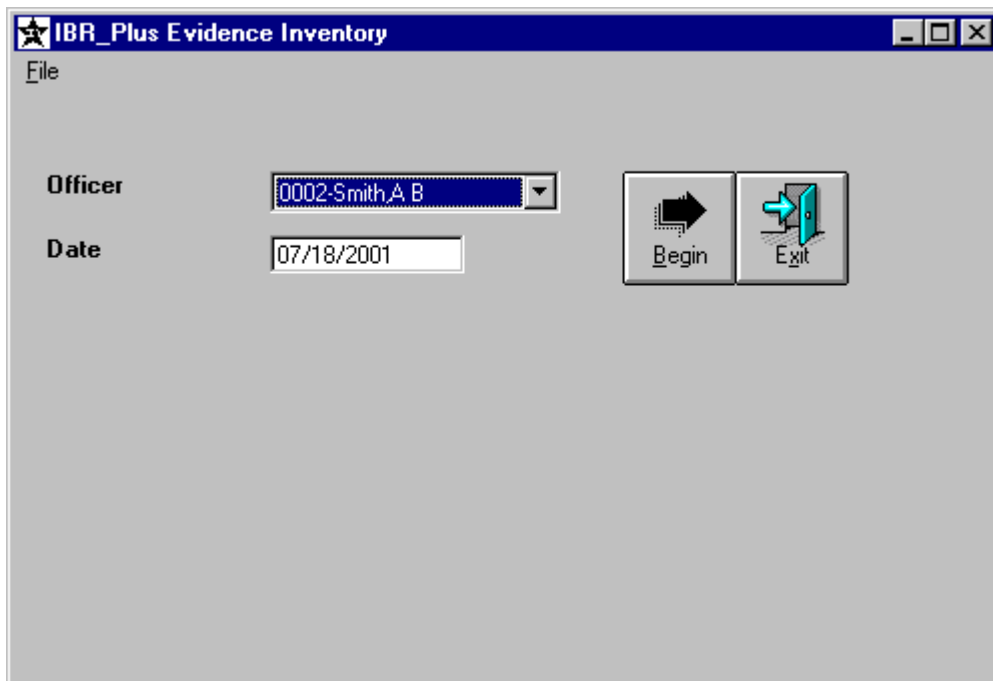
Figure 34 Evidence Inventory screen

To inventory evidence:

- Select the appropriate **Officer** from the drop-down list

- Enter the **Date**

- Press the **Begin** button

The **Evidence Number** box will become visible.
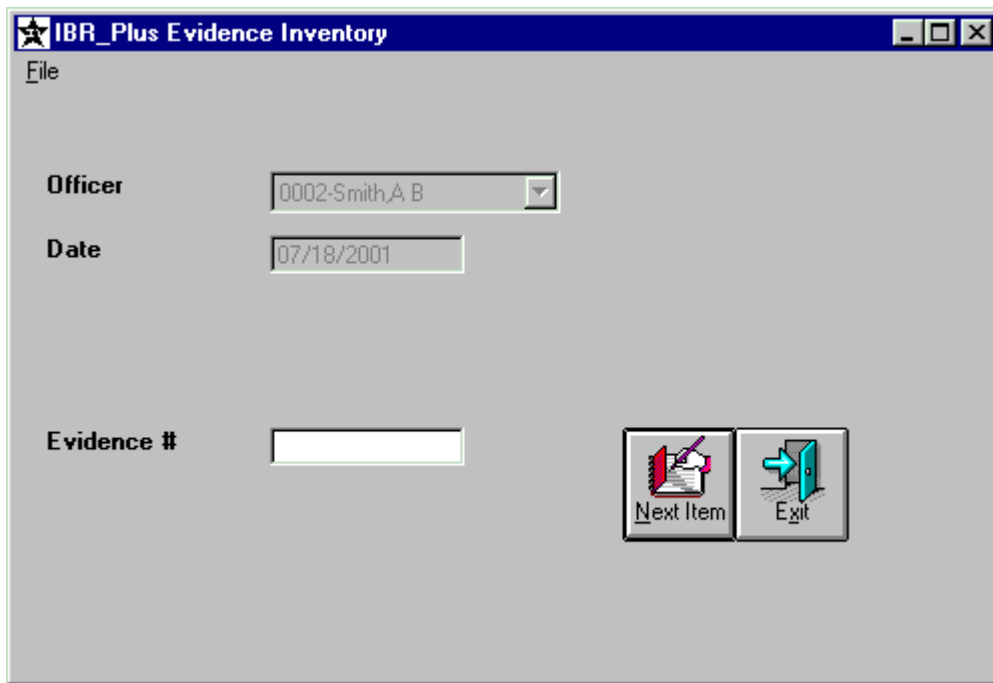
Figure 35 Evidence Inventory screen with Evidence Number box

Enter an **Evidence Number** by hand or via a bar-code scanner and then press the **Next Item** button. When you have entered all items, press the **Exit** button.

Evidence Clear Inventory

You can clear all evidence inventory by marking all held evidence to not inventoried. To do so, from the Evidence main screen select **Evidence Clear Inventory** from the **File** screen. You will receive a prompt asking you if you wish to continue.
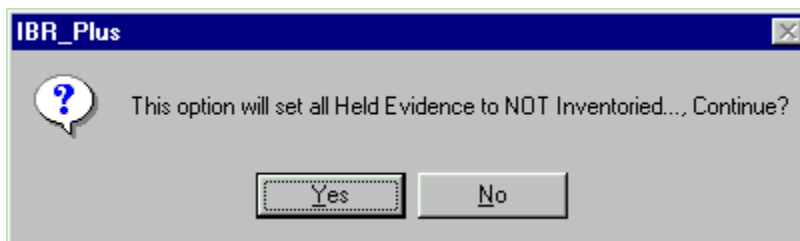
Figure 36 Evidence Clear Inventory continue prompt

Press **Yes** to continue or **No** to cancel. After pressing **Yes,** you will receive a notification prompt telling you that the process has been completed as well as telling you the total number of evidence records that were cleared.
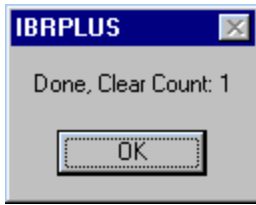
Figure 37 Evidence Clear Inventory complete prompt

Maintaining Pawn Shop Codes and Adding and Entering Pawned Property Information

Maintaining Pawn Shop Codes

To maintain your own codes for pawn shops in your area:

- Click **Codes**

- Click **Pawn Shop**

- Enter the code of the pawn shop

When you click **Codes** from the property and evidence menu the **Code and Table Maintenance** screen will appear. Click **Pawn Shops**. In the bottom left portion of the Code and Maintenance screen enter the two digit code for your pawn shop, followed by the description of the pawn shop. Then click **Add**. Similarly the pawn shop name may be modified or deleted at a later time.

Figure 38 Code and Table Maintenance screen

Adding a Pawn Record

To add a pawn record:

- Enter a pawn dealer

- Up to a six digit pawn ticket number

- A line number for the ticket from 1 to 99

- Then click **Add**

Enter:

- The property type

- Property description

- Quantity

- Value

You may optionally enter:

- Make

- Model

- Serial

- Color

- Year

- NCIC

- For firearms, caliber and finish information

** NOTEs **
When you are adding property, be sure to clear out the evidence number, pawn dealer, pawn ticket and pawn line fields.

When you are adding evidence, be sure to clear out the property number, pawn dealer, pawn ticket and pawn line fields.

When you are adding pawn information, be sure to clear out property number and evidence fields.

These fields may already be filled in from a previous inquiry and should be cleared when you are doing additions.

Figure 39 Pawned Property screen

Searching for Property, Pawn Shops, and Evidence

If you know the particular property, evidence, or pawn ticket number that you are looking for, enter the number and click **View.**

You may also search for the information by entering **Property Type, Incident/Case number, Name, Serial number, Year, NCIC, Make, Officer** or **Model.**   Enter the **Name** (can be the name of the offender, victim, property owner) and click **Search.**

You may further restrict the search by evidence case number, property type, serial number, make, model, or the number of the officer that confiscated the property.

Once you have located the property, you may double-click the property (or click one time, then the **View** button), to view all details of the record. If there are other items on the same pawn ticket number or evidence case number, you can scroll through the items by clicking the forward and backward arrow keys below the item number on the view screen. After the details are viewed, you may **Exit** or press **ESC** to return to the search display. You may continue to view other property (even IBR property may be viewed from this search).

Figure 40 Property and Evidence Search results screen

Chapter

4

Criminal Records

Criminal Records management with IBR_Plus

T o access the Criminal Records screen:

- Click **Criminal**.

- Once you select criminal, you have your choice of Adult or Juvenile records. The Adult and Juvenile screens are identical except that all Juvenile screens have the word "Juvenile" in large, bold letters with a green background to warn you that you are looking at confidential juvenile records.

- If your jurisdiction participates in a Regional Interface, you would also have access to creating a download file from this menu.

- Click your choice of **Adult Records** or **Juvenile Records**.

- The IBR_Plus Criminal Menu will appear. From this screen:

  - You may do a detailed search by name, SS#, PID, and other search parameters.

  - You may also go directly to the Warrant System from this menu.

  - If your jurisdiction has a jail, you may go to the Jail Roster Screen.

  - If you have mug shot capability, you may request a line-up from this screen.

  - You can print a single Warrant by entering the Warrant number and then clicking **Print**.

Figure 41 Criminal Menu screen

Searching for an Existing Record

- Click **Criminal**

- Click **Adult Records**. The Criminal Adult Menu will appear.

** NOTE ** The Juvenile module works identically to the Adult module except the word **Juvenile** is prominently displayed on all screens.

- Click **Search**. The Criminal Civil Search Main screen will appear.
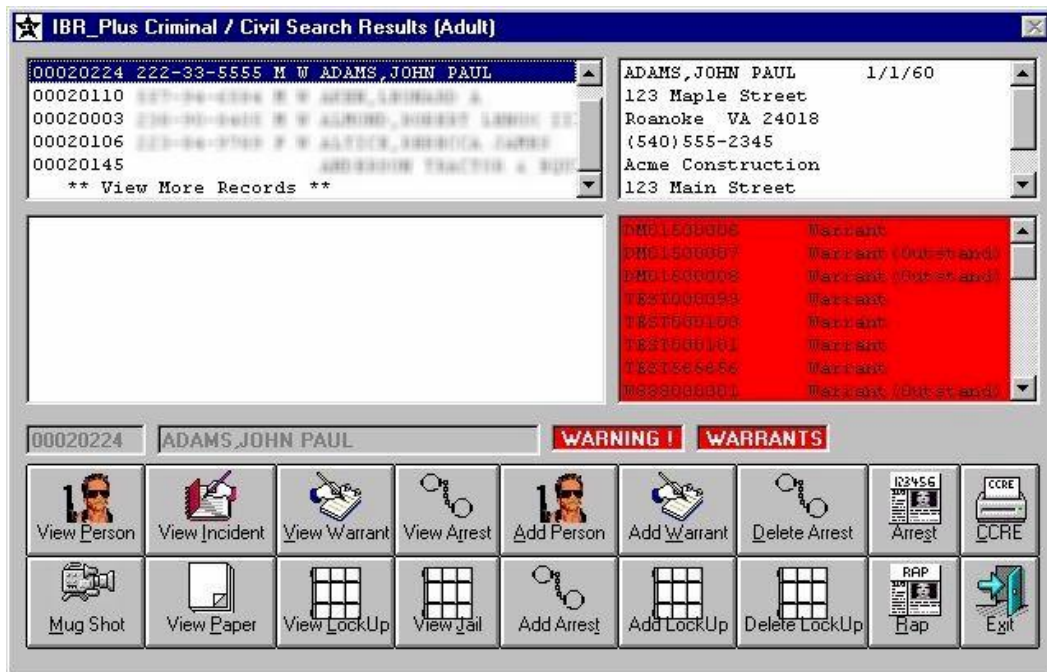
Figure 42 Criminal Search Results screen

- You may search by entering one of the following:

  - Name (You can specify whether or not to use **Soundex.** Soundex allows your to search names on a "sounds like" basis. For example, if you have the Soundex option selected, a search for Smith will return Smith as well as Smythe. You must use a full last name or alias, with an optional comma followed by a first initial. Searching on "Ad" will not return "Adams" when the Soundex feature is selected since they do not "sound alike".)

  - SSN

  - PID#

  - Arrest#

  - Warrant#

  - Civil Paper#

  - Concealed Weapon#

- Click **Search**. The IBR_Plus Criminal Search Results screen will appear.

- The person who most closely matches your search request will appear at the top of the screen. You may click this person's name and a list of all the reasons that the person is on the file will appear. From this point you have several options:

    a) You may double-click the name or click **View Person** to look at the person's Master Name screen.

    b) If the person has an incident on file, you may click the **Incident#**, then click **View Incident** to view a summary of the incident. You can print the incident by clicking the **Print** button at the bottom of the viewer screen. This will automatically be sent to your default printer. Please note that comment data may use the full width of your landscape or portrait page layout.

    c) If the person has a warrant on file, you may click the **Warrant#**, then click **View Warrant** to view the Warrant screen.

    d) If the person has an arrest record, you may click the **Arrest#**, then click **View Arrest** screen.

    e) If the person has been associated with CAD or CFS calls, you can click on **View CFS** to view the call.

    f) Similarly you may view **Jail Lockups**, **Rap Sheets**, **Civil Papers**, or **Mug Shots** from this screen. This screen may show that the person is related to **Incidents**, **Property** or **Personnel.**

    g) You can delete a lockup from this screen if there is an associated Jail Logout for that lockup. The **Delete Lock-up** button will only delete the most recent lock-up.

Entering an Arrest and Warrants

1. From the IBR_Plus Main Menu, click **Criminal**, then click **Adult Records**

2. Click **Search**

3. The IBR Criminal Search screen will appear

4. Enter name of person you want to arrest

5. Click **Search**

6. The IBR Plus Criminal Search Results screen will appear

7. If the name of the person you are searching for appears more than once, click on the first name in the list. Then:

   a) Click **View Person** which will show you the Master Name screen. Verify that this is the person you want to arrest by matching race, sex, SSN, address, employer, etc.

   b) If this person is not the correct person, **Exit** the Master Name screen and view other persons until you are sure that you have the correct person.

When you have found the correct person, EXIT the Master Name Screen, continuing at step 9.

8. If the person you want to arrest is **not** on the file:

   a) You may click **Add Person**. At this time, the name field will open up for entry of the new name.

   b) Enter the person's name, then press **Tab**. A Master Name search will appear.

   c) If you are sure that this is a new person, click **Add new PID**. The person you added will be displayed at the top of the Criminal Search Results screen.

   d) Click to highlight this name. Since this is a new person you must add warrants, mug shots, and arrest information. Depending on your agency requirements, you may do the following:

   • With the new name highlighted, click **View Person** which will allow entry of race, sex, SSN, address, employer, scar/mark/tattoo, next of kin, and any criminal ID's.

   • Additionally, you may add the warrant by clicking **Add Warrant**. A screen will appear where you must select warrant, summons, or traffic citation. Click **Add Warrant**. Click **Add Warrant**. Enter the **Warrant#**.
   CAUTION: Always enter the Warrant# that will be assigned by the magistrate. The first four digits of the warrant number usually identifies your jurisdiction and a unique terminal ID for the Magistrate. The first two identify your jurisdiction (usually

alpha) **and the last two for the Magistrate's terminal ID (almost always numeric). For example: RD03 would be alpha R, Alpha D, numeric zero, numeric three. If entering these digits by hand do not use the alphabetic letter 'O' in the third or fourth position.**
The Warrant# must be 10 characters long and is located in the lower right corner of the warrant. Click OK. The Warrant screen will appear for your entry.

- Enter the FIPS code for your locality, court ID, warrant date, charge information, officer/complainant, offense date/time, and place occurred. This is the only information that <u>must</u> be entered, but you may also enter preliminary hearing and incident information if available.

- You can print the Warrant by clicking the **Print** button on the screen.

- **EXIT** to the Criminal Search screen. Note that the warrant you just entered now shows as **outstanding** on the screen. Repeat this step for all charges.

- When all charges have been entered, click **Add Arrest** to actually 'book' the highlighted person. The Booking screen will appear. The Arrest# will automatically appear in the controls section of the screen. Be sure to check the appropriate boxes if you have done the following:

  o Advised of Rights

  o NCIC/VCIN notified

  o Searched

  o Fingerprinted

  o Photo Taken

  o DNA

  o Phone Call

  Enter other available fields further describing arrest jurisdiction, officers, etc.

- Click the **Outstanding** tab to view the outstanding warrant(s) you have just added, highlight the warrant and click **Serve**. The Warrant screen will reappear so that you may add any additional information.

- Click **EXIT**. Note that the warrant is no longer outstanding but has been moved to the **Charges** tab for this arrest. You may now enter any **Detainer** or **Bail/Bond** information. Additionally, if you are using the **Live Scan** fingerprint system, update the information on the **Fingerprint** tab.

- Click **EXIT** to return to the Criminal Search screen.

- You may print a CCRE form by clicking **CCRE**.

- You may take a picture (at imaging workstation) by clicking **Mug Shot**. The Capture Image screen will appear. Choose **Front**, **Side**, or **Scar** depending on the type of picture desired. Click **Camera** to begin the capture process. Depending on the particular camera and imaging software you are using, you must **freeze** the image and then **capture** the still image. After the image is saved, press **EXIT** to return to the Search screen.

  The arrest is now complete. At this time, jail personnel may process the jail log-in **(Lockup)** procedures. This feature is defined in the Jail Management module.

9. If the person is already on file (continued from step 7):

- Highlight the person's name you wish to arrest. Any outstanding warrants will show in the box to the right of the name. You may view these warrants to make sure they have the correct charges by clicking the **Warrant#**, then clicking **View Warrant**. The Warrant screen will appear.

- Update any additional information.

- **EXIT** to the Criminal/Search Results screen.

  IMPORTANT: If no warrants were found, they must be added by following instructions in Step 8-d (above).

- When all charges are on file, you may click **Add Arrest** to actually 'book' the highlighted person. The Booking screen will appear. The Arrest# will automatically appear in the controls section of the

screen. Be sure to check the appropriate boxes if you have done the following:

- o   Advised of Rights

- o   NCIC/VCIN notified

- o   Searched

- o   Fingerprinted

- o   Photo Taken

- o   DNA

- o   Phone Call

Enter other available fields further describing arrest jurisdiction, officers, etc.

- Click the **Outstanding** tab to view the outstanding warrant(s), highlight the warrant and click **Serve**. The Warrant screen will reappear so that you may add any additional information.

- Click **EXIT**. Note that the warrant is no longer outstanding but has been moved to the **Charges** tab for this arrest. You may now enter any **Detainer** or **Bail/Bond** information. Additionally, if you are using the **Live Scan** fingerprinting system, update the information on the **Fingerprint** tab.

- You can enter State required information such as Force Used, officers performing searches, taking prints, photos, and drawing DNA can be entered by clicking the **State** button. The state screen will appear allowing you to enter the above information as well as search type, DNA drawn and result dates, and phone call information. Click **Done** when you have entered the necessary information.

- Click **EXIT** to return to the Criminal Search screen.

- You may print a CCRE form by clicking **CCRE**.

- You may take a picture (at imaging workstation) by clicking **Mug Shot**. The Capture Image screen will appear. Choose **Front**, **Side**, or **Scar** depending on the type of picture desired. Click **Camera** to begin the capture process. Depending on the particular camera and

imaging software you are using, you must **freeze** the image and then **capture** the still image. After the image is saved, press **EXIT** to return to the Search screen.   If you are using our preferred product, the **'Intel Create & Share Camera Pack (PCI Version)'**, specific details about mug shots may be found under the topic **Mug Shot Capture/Maintenance**. Also the use of non 'Twain' compliant devices is discussed.

The arrest is now complete. At this time, jail personnel may process the jail log-in **(Lockup)** procedures. This feature is defined in the Jail Management module.

** NOTE ** Make sure that the current date and time is properly maintained. The arrest   module will automatically reset the Arrest# to YYYY-000001 when a new year is detected. If your agency has established the policy of restricting access of the arrest module to normal business hours, officers may choose to only enter the name of the person being arrested, take a picture and leave the paperwork to be processed at a later time. See topic **Limited Access Arrests.**

CCRE Printer If you are using a matrix printer to print your CCRE forms, you may be able to set the correct form height using the following procedure:

- Click the Windows **START** button

- Click **Settings**

- Click **Printers**

- **Right** click the appropriate matrix printer (Usually Epson or Okidata)

- Click **Properties**

- Click **Paper**

- Slide the paper choices to the right until you see **CUSTOM.** If you do not have Custom set-up, then you can not continue. You may possibly get an updated Windows driver to allow custom set-up for your printer.

- Enter **Width** as 950 (nine and one half inches)

- Enter **Length** as 1300 (thirteen inches)

- Enter **Unit** as 0.01 Inches

- Click **OK**

- **Exit** (or close) the Windows set-up

- If your printer control panel allows selection, choose Courier Font, no Condensed Mode, Draft Quality provides fastest print.

Figure 43 Booking / Arrest (Adult) screen

Figure 44 State information booking screen.

Figure 45 Warrant Screen

Limited Access Arrests

1. From the IBR_Plus Main Menu, click **Criminal**, then click **Adult Records**

2. Click **Search**

3. The IBR Criminal Search screen will appear

4. Enter name of person you want to arrest

5. Click Search

6. The IBR Plus Criminal Search Results screen will appear

7. If the name of the person you are searching for appears more than once, click on the first name in the list. Then:

   a) Click **View Person** which will show you the Master Name screen. Verify that this is the person you want to arrest by matching race, sex, SSN, address, employer, etc.

b) If this person is not the correct person, **EXIT** the Master Name screen and view other persons until you are sure that you have the correct person.

If you have found the correct person, EXIT the Master Name Screen, continuing at 8-d.

8. If the person you want to arrest is **not** on the file:

a) You may click **Add Person**. At this time, the name field will open up for entry of the new name.

b) Enter the person's name, then press **Tab**. A Master Name search will appear.

c) If you are sure that this is a new person, click **Add new PID**. The person you added will be displayed at the top of the Criminal Search Results screen.

d) Click to highlight this name. You may take a picture (at imaging workstation) by clicking **Mug Shot**. The Capture Image screen will appear. Choose **Front**, **Side**, or **Scar** depending on the type of picture desired. Click **Camera** to begin the capture process. Depending on the particular camera and imaging software you are using, you must **freeze** the image and then **capture** the still image. After the image is saved, press **EXIT** to return to the Search screen. If you are using our preferred product, the **'Intel Create & Share Camera Pack (PCI Version)'**, specific details about mug shots may be found under the topic **Mug Shot Capture/Maintenance**. Also the use of non 'Twain' compliant devices is discussed.

** NOTE ** This process does not serve any warrants or generate any arrest records. Therefore, CCRE forms may not be printed at this time. See the topic **Entering an Arrest** for screen details.

Importing Magistrate Warrants

- Go to the IBR_Plus Criminal Adult menu

- Click **Warrant**

- Click **Import**

- Click **Import Warrant/Summons**

Figure 46 Import Warrant screen

- Make sure you have entered the correct FIPS Code for your locality.

- On the drive list box, click the **A** drive

- Insert your diskette in drive **A**

- Click **Yes** on the Mount Floppy Request

- Click **OK**

- As each warrant is entered, the name will be shown on the Master Name Search Screen. If the person you are looking for is already on file, click to highlight the person's name, then click on Use this PID. If this is a new person, click Add new PID.

- After all the warrants have been imported, you will get the prompt **Print a list of the new warrants**. Click **Yes**. After printing this list, compare it against your paper documents.

See **Help** on the Main Menu Screen for help using the Master Name Search.

Mug Shot Capture / Maintenance

- Go to the IBR_Plus **Main Menu**

- Click **Criminal**, then click **Adult Records** (**Juvenile** will work too…)

- Click **Search**

- The **IBR Criminal Search** screen will appear

- Enter name of person you want to view

- Click **Search**

- The **IBR Plus Criminal Search Results** screen will appear

- If the person you want to take a photo of is <u>**not**</u> on the file:

  a) You may click **Add Person**. At this time, the name field will open up for entry of the new name.

  b) Enter the person's name, then press **Tab**. A Master Name search will appear.

  c) If you are sure that this is a new person, click **Add new PID**. The person you added will be displayed at the top of the Criminal Search Results screen.

- Click to highlight the name of the person.

Figure 47 Mugshot Capture Image screen

- Click **Mug Shot**. The Capture Image screen will appear. Choose **Front**, **Side**, or **Scar** depending on the type of picture desired. If using the '**Intel Create & Share Camera Pack (PCI Version)'**

  a) Click **Camera** to begin the capture process.

  b) Select **Intel Analog Video Camera**. Click **OK**. Turn the camera on by sliding one notch from the center position (a green light should appear). When the person is centered in the live video window and properly focused (using the dial knob at the top of the camera), click **Snapshot**. After a very short pause, the snapshot preview window will display a thumbnail image of the photograph just taken. Click the small photograph (note that a blue frame will surround the thumbnail). Click **Transfer**. The Mug Shot has now been captured. You should **exit** at this point. You may press **Mug Shot** again and repeat the procedure if you need to take additional front, side, or scar photos. If the picture does not appear clearly, you may need to make adjustments to the camera. While in the process of capturing an image, you may click the **Intel Options** button. On the **options** screen, labeled **Size Options**, the **large** (640 x 480) should be selected. You may also click on **Camera Settings** to

change brightness and contrast until you have the desired result. If you are using the analog camera provided with the Intel Capture Board, **source** should be set to **Intel camera**. Other settings are available in case you are using a camcorder or some other device with this board. Please consult your Intel documentation for other options.

c) You can view the Mug Shots at any time by pressing the **Mug Shots** button. If more than one Mug Shot is available for this person, click the **Next** button to view additional front, side, or scar photos. If you click the **Next** button you get a blank screen, this denotes that there are no more photos available for this person. Click **Next** again and the display will return to the first picture of this person.

d) You may delete the photo you are currently viewing by pressing the **Delete** button. ****Note**** Once this photo is deleted you will not be able to undo the delete.

e) You can print the current picture by clicking on the **Print** button.

f) **Zoom In** and **Zoom Out** buttons allow you to get a better look at a particular feature of the person. You may also Zoom In on a particular feature of the person by drawing a rectangular frame with your cursor (left button) around the feature you want to view. The rectangular area will be enlarged on the screen for closer viewing.

g) If for some reason, you have incorrectly taken the photograph (**Example:** you clicked that this was a front shot while in reality it was a side shot), you can click the **Over Ride** button. After clicking this, a frame titled "**Should be…**" will appear. Change the selection to the appropriate front, side, or scar and then click the **Change Now** button. If you have gotten into this option by mistake, simply click the **Cancel** button.

h) Another option will allow you to transfer this picture to another person's PID. Change the current PID to a different PID, and click **Change Now**. You should use caution with this option as there is no check made as to correct race, sex, age, etc.

Preparing a Line-Up

- Go to the **Criminal Adult Menu**

- Click the **Line-Up** button. The screen will default to Males Age 18 to 80. You may change to Females and adust the age as required.

Figure 48 Line-Up Request Screen

- You must enter a **Race Code**. After entering the race code, click the OK button.

- All pictures matching your selection will be displayed on the Line-Up screen. You cannot finish the line-up unless there are at least six (6) photographs matching your selection. You must choose exactly six photographs to perform a Line-Up. For each picture displayed, click in the area that shows the PID and the name of the person. This selection will show up on the left side of the Photo Line-Up Selection screen. If you cannot get all six of the desired photographs from the first screen, click the right arrow button to advance the display to view more pictures until six photographs have been selected.

Figure 49 Photo Line-Up Screen

- Once you have selected six photographs, you may **shuffle** or rearrange the photographs in any format and print the Line-Up. If you want to hide the demograpic information (from a victim, etc), press the **Hide** button. They will reappear by clicking the **View** button.

- You can adjust the two slider bars located to the left of the photos in order to resize the pictures to a uniform size and shape prior to printing

- Select the print settings **(Width** and **Height**) by selecting the appropriate radio buttons in the table to the left of the photos. These print settings will be saved when you return this screen **(** ** NOTE ** ** These print settings ares workstation specific; you will have to set once on each workstation from which you wish to print line-ups)**

- You can print the line-up by pressing the **Print** button.

- After the Line-Up has been printed, simply **Exit**.

    Note This option is also available through the Juvenile Criminal Menu, except that the initial selection defaults to Males Aged 10 to 17.

- If you have a large number of photographs that are likely to match your selection criteria, you may additionally select scars and marks after entering the race, sex, and age information to further restrict your selection. Any selection made from the person descriptors (such as right or left-handed, heavy or medium build, etc.) will be compared against the person on the Master Name File. If the person has no entry in a requested field, or the entry is not an exact match, this person will be excluded from the Line-Up. For this reason, you should use caution when using the Additional Selection criteria.

Chapter

5

Civil Papers

Adding and maintaining civil papers

T o access the Civil Papers screen:

- Go to the IBR_Plus **Main Menu**

- Click **Civil**

- Then click **Civil Papers**

- From the Civil Paper menu, click **Wizard**

** NOTE ** The Wizard may be useful when you have a large stack of civil papers to be entered for the current or most recent date. The Wizard automatically assigns a sequential number for the papers you are entering on this date. Choose **Mass Civil Add** or **Mass Civil Update** from the selection.

Figure 50 Civil Wizard screen

- Enter the **Plaintiff Name**.

- Click **Next**. The Master Name Search will appear.

- If the name of your plaintiff is already on file, highlight this name and click **Use this PID**. If this is a new plaintiff, click **Add new PID**. For more details see **Help** on the Main Menu Screen for using the Master Name Search.

- The Civil Paper Screen will appear. Notice that the plaintiff's name and date received is already on the screen along with your FIPS code.

- The Civil Paper number has already been assigned the next available sequence number for the date you have entered.

- Enter the **Type of Paper**, **Hearing Date and Time**, and any other information you have for the Civil Paper.

- Normally you will have at least one plaintiff or defendant (except in instances such as collecting fees or having a Sheriff's sale). To add a defendant click the **Service** or **No Service** tab. Then select the type of person you wish to add (Defendant, Witness, Plaintiff, Juror, or Other) by clicking the appropriate radio button. Click on the newly added number at the bottom and then enter the appropriate information for that person. Type in the defendant's name and press **Tab**. Again the Master Name Screen will appear so you can find your defendant's name on the file. The defendant's name has now been added to the Civil Paper. You may click the name to enter any additional information. Normally you will not know the date that the paper is served or the type of service, but at this time you may want to enter an Officer or a Beat ID for the officer who will be delivering this civil paper. You can use the comments field for special instructions and you can also view the Master Name Screen to look for a specific directions to the defendant's address and any known cautions on the defendant. You may add as many defendants as necessary. Adding witnesses, additional plaintiffs, jurors, or other people uses the same instructions as adding a defendant except that you would click the appropriate radio button for that person type.

- There are two other tabs on the screen other than **Service** and **No Service.** Fees may be entered when you collect fees for delivery of the paper or you can optionally use this tab for the collection of fees by your department. (**Examples**: Alarm fees, police report fees, fingerprint fees all may be recorded on this screen.)

- An additional tab, **Sale**, has been added so that you can record the proceeds from a Sheriff's sale. You can enter the sale amount and the commission will be automatically calculated for you. You can add as many distribution lines as necessary to find the sale proceeds.

** NOTE ** The Civil Wizard will bypass all of the No Service Plaintiffs/Defendants/Witnesses, etc. when using the Mass Update Feature.

** NOTE ** You may print the civil wizard screen by right-clicking the screen and choosing the **Print** option from the pop-up menu.

Adding Civil Papers

- Go to the IBR_Plus **Main Menu**

- Click **Civil**

- Then click **Civil Papers**

Figure 51 Civil Papers menu

- From the Civil Paper menu, enter **Paper#,** click **Add**

Figure 52 Civil Papers screen

- Enter the **Plaintiff**, press **TAB.** The Master Name Search will appear.

- If the name of your plaintiff is already on file, **highlight** this name and click **Use this PID**. If this is a new plaintiff, click **Add new PID**. For more details see "**Help"** on the Main Menu Screen for using the Master Name Search.

- Enter **Type of Paper**, **Hearing Date and Time**, and any other information you have for the Civil Paper.

- Normally you will have at least one plaintiff or defendant (except in instances such as collecting fees or having a Sheriff's sale). To add a person, click on either the **Service Required** or the **No Service** tab.

- Then click on the appropriate button to choose either a defendant (**Def**), witness (**Wit**), plaintiff (**Plain**), juror (**Jur)** or Other (**Oth**).. A box will open up for entry of the person's name. Type in the name and press **Tab**. Again the Master Name Screen will appear so you can find the name on the file. If the name is not already in the Master Name file and you use the **Add New Pid** option, you will automatically be taken to the Master Name screen where you can enter the person's address and other personal information. The

name has now been added to the Civil Paper. You may click the name to enter any additional information. Normally you will not know the date that the paper is served or the type of service, but at this time you may want to enter an **Officer** or a **Beat ID** for the officer who will be delivering this civil paper. You can use the comments field for special instructions and you can also view the Master Name Screen to look for a specific directions to the defendant's address and any known cautions on the defendant. You may add as many people as necessary.

- There are two other tabs on the screen. **Fees** may be entered when you collect fees for delivery of the paper or you can optionally use this tab for the collection of fees by your department. (Examples: Alarm fees, police report fees, fingerprint fees all may be recorded on this screen.)

- An additional tab, **Sale**, has been added so that you can record the proceeds from a Sheriff's sale. You can enter the sale amount and the commission will be automatically calculated for you. You can add as many distribution lines as necessary to find the sale proceeds.

- To print this civil paper, click the **Print** button in the upper left corner. You can also print from the Civil menu screen by entering a civil paper number and hitting the **Print** button.

Maintaining Civil Papers

- Go to the IBR_Plus **Main Menu**

- Click **Civil**

- Then click **Civil Papers**

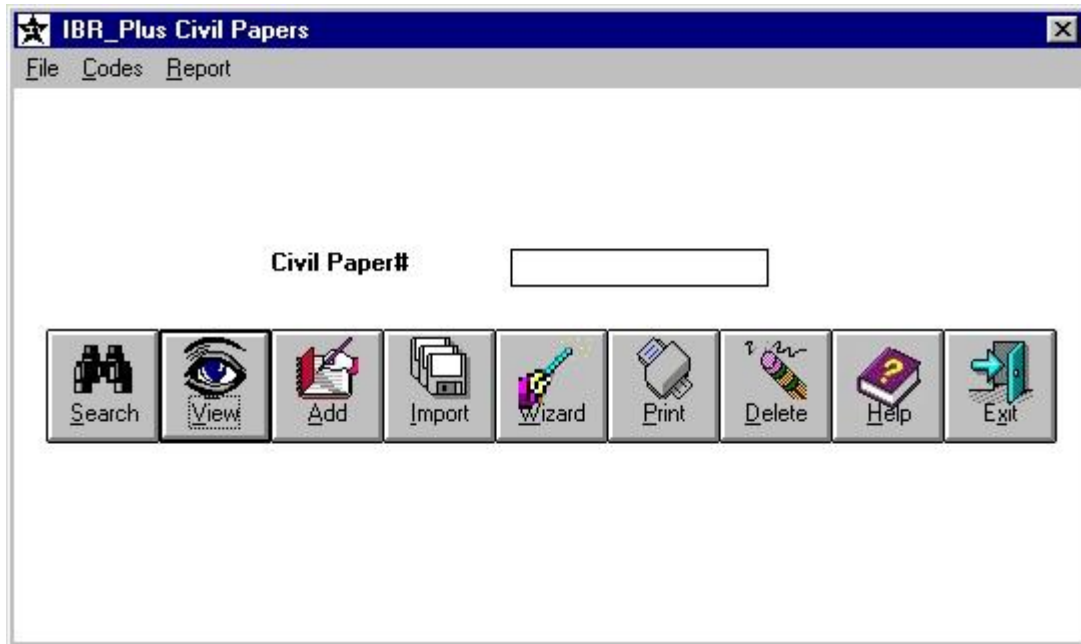- From the Civil Paper menu, enter **Paper#,** click **View** (to print an individual civil paper, click **Print** instead of View at this step)

- The **Civil Paper** screen will appear.

** NOTE ** You may also locate Civil Paper from the Criminal / Civil Search screen, See **Searching for an Existing Record** under the **Criminal Help Topics**.

Maintaining Civil Codes and Tables

- Go to the **Civil Menu** or **Civil Paper Master** screen

- Click **Codes**

Figure 53 Civil Codes and Table Maintenance screen

- Under the heading **Type** you may click:

  - Type Paper

  - Type Service

  - Fees/Commission

  - Beat ID

- Once you have chosen a Type, a listing of your choice will appear in the **Description** field. Click on the description you want to change or delete. The description will appear in the box at the bottom of this screen, allowing you to change the description or delete the code. After your changes are typed in, you may click the appropriate **Modify** or **Delete** button.

- If you cannot find the code description you need, click the **Type** of code you want to add. Enter the code and description in the boxes at the bottom of the screen. Then click **Add**.

- To print a Table, click the **Type** of table you want printed. Then click **Print**.

** NOTE ** If the **Add**, **Modify**, or **Delete** button is disabled on the screen, it means that you have limited maintenance capability on this code. The Special Fees and Commission Code "SALE" is the commission table for a Sheriff's sale. This record should only be modified if the commission rates change.

Personnel

Maintaining personnel records in IBR_Plus

Maintaining Employee Records

- Go to the IBR_Plus **Main Menu**

- Click **Employee**

- Then click **Personnel Records**

- The Personnel Roster Screen will appear. This screen will show all current employees with their vacation, sick, comp., and holiday balances, sorted by employee name. You can change the list to be in **Employee#** sequence by clicking **Employee#** in the **Sort By** option box. Additionally, you may restrict the search to **Part-Time, Auxiliary**, or **Temporary** by clicking in the appropriate **Selection** option box. You can see all employees (even terminated and retired) by clicking **All** in the **Selection** option box.

- To view an employee record, double-click on **Employee Name** or click to highlight employee name and then click **View**.

- The Employee Data Screen will appear. Note that the employee's name is on the **Master Name File** along with other **incident**, **criminal**, and **civil records**. You can click **View Person** to change race, sex, SSN, address, etc. The Employee Data Screen allows for entry of:

  o Family members

  o Salary/Promotions

  o Vacation/Sick

- o   Training/Schools

- o   Uniforms

- o   Equipment

- o   Reprimands

- o   Awards

- o   Comments

- o   Internal Affairs

by clicking on the appropriate tab. For example: To add a family member, click the **Family** tab; then click **Add** and type in family member's name and relationship data.   You can print all information about a family member by clicking the **Print** button on the family tab. You can delete any information in these screens by clicking on the appropriate sequence number, then click **Delete**.

Figure 54 Personnel screen

Figure 55 Employee Data screen

Adding an Employee Record

- Go to the **Employee Roster Screen**

- Click **Add**

- The **Employee#** field will open to allow entry of the employee number. Enter the employee number. (The employee number must be 9 digits long.)

- Press **Tab**

- The **Name** field will open up for entry of the new employee's name. Enter **Name** (Last name, First name)

- Press **Tab**

- The **Master Name Look-up** will be displayed.

- **Warning!** The employee may already be on the file (IBR assault victim, civil plaintiff, etc.).

- If you are sure the employee is a new person, click **Add new PID**.

- The employee will now be displayed on the **Employee Roster Screen**. You can now refer to instructions in the **Viewing Personnel Records**.

Deleting an Employee

- Go to the Employee Roster Screen

- To delete an employee you must first individually delete all the following information (** **NOTE **** It is a good idea to print all of this information before deleting):

  - Family members

  - Salary/Promotions

  - Vacation/Sick

  - Training/Schools

  - Uniforms

  - Equipment

  - Reprimands

  - Awards

  - Comments

  - Internal Affairs records

- Return to the **Personnel Roster** screen, and click on the person's name you want to delete. The name will appear in the **Current Selection.** Then click **Delete.**

Personnel Wizard

You can click the **Wizard** button on the main Personnel screen to open a grid on which you can directly enter the following information on the employees:

- Date

IBR_PLUS HELP MANUAL

- Description

- Vacation

- Sick

- Comp

- Holiday

Double-clicking on any column on the wizard grid will open an additional entry line for that employee.

Figure 56 Personnel Wizard screen

Vacation and Sick Accruals

Figure 57 Employee Parameters screen

Go to the **Personnel Roster Screen**

Click **File**

Click **Accrual Controls**

Depending on your individual agency requirements you must do a "one-time" set-up of your vacation and sick parameters. In the above example, a new hire with up to 3 years of service will receive 8 hours of vacation and 8 hours of sick leave per month. An employee with greater than 3 years and up to 10 years of service will receive 10 hours of vacation and 10 hours of sick leave per month. All employees with more than 10 years service will receive 15 hours of vacation and 15 hours of sick leave per month. ****Note**** The **Accrual Base dates** will be automatically maintained by the IBR_Plus software. As an example, using   monthly accruals, simply click **Post Pending Accruals** once a month.

In the **Mass Add Option** box, you can also give all current full-time employees   vacation and holiday (New Years, Christmas, etc.) hours using one transaction by:

a) entering the number of hours (example: 8.00)

b) a plus sign (+)

c) select either vacation, sick, comp-time, or holiday

d) enter the date (example: New Years would be 1/1/98)

e) enter a description (example: Labor Day)

Then click **Run Mass Add**.

** NOTE ** If you post too many hours or have posted the wrong category, you   can use the minus sign (-) to reverse all the entries filling out all other fields listed **a)** through **e)** above and using the description field to explain the adjustment.

Maintaining Employee Codes and Tables

- Go to the Personnel Roster screen

- Click **Codes**
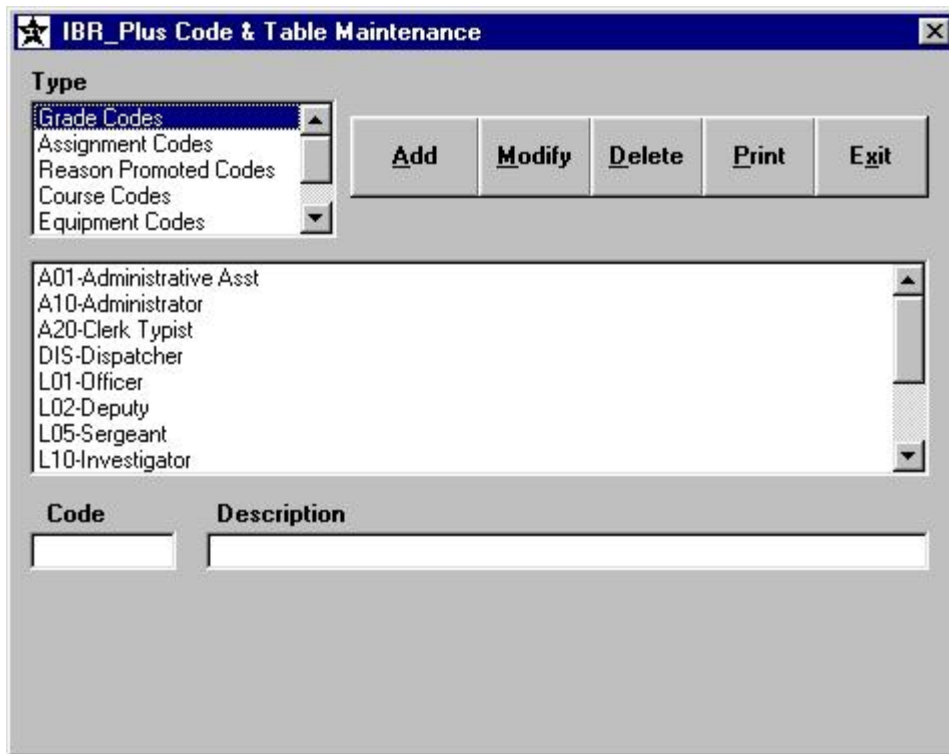
Figure 58 Employee Codes and Table screen

- Under the heading **Type** you may click:

  - Grades

  - Assignments

  - Reason Promoted

  - Course

  - Equipment

  - Uniform

- Once you have chosen a Type, a listing of your choice will appear in the **Description** field. Click on the description you want to change or delete. The description will appear in the box at the bottom of this screen, allowing you to change the description or delete the code. After your changes are typed in, you may click the appropriate **Modify** or **Delete** button.

- If you cannot find the code description you need, click the **Type** of code you want to add. Enter the code and description in the boxes at the bottom of the screen. Then click **Add**.

- To print a Table, click the **Type** of Table you want printed. Then click **Print**.

NOTE If the Add, Modify, or Delete button is disabled on the screen, it means that you have limited maintenance capability on this code.

Employee Reports

- Go to the IBR_Plus **Personnel Menu**

- Click **Report**.
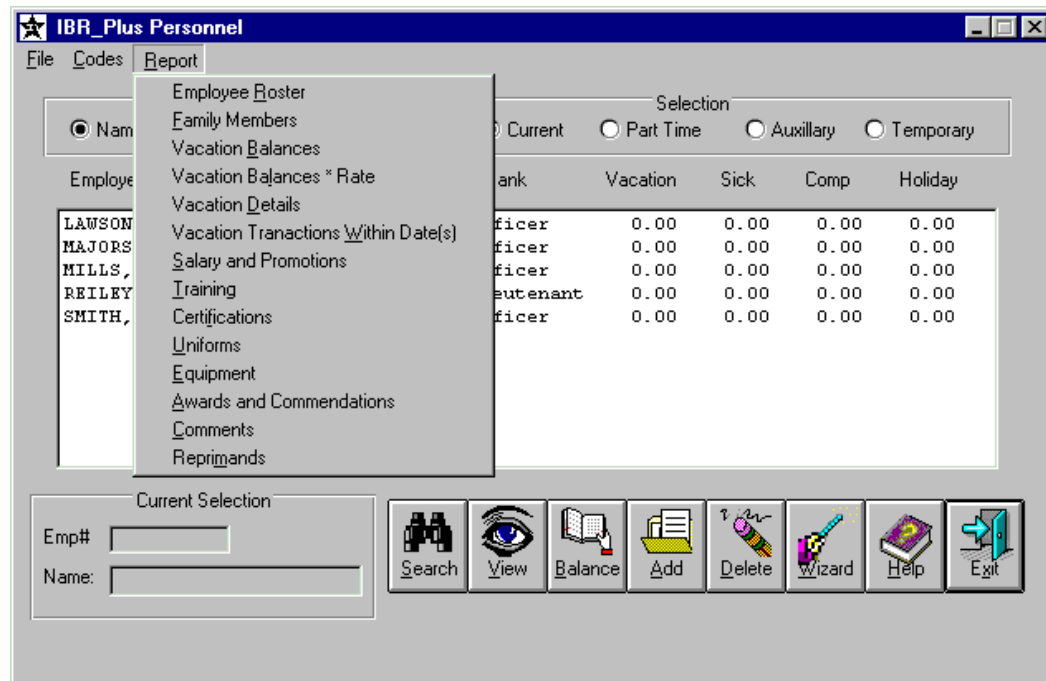
Figure 59 Personnel report selection menu

- Click your choice from:

  - Employee Roster

  - Family Members

  - Vacation Balances
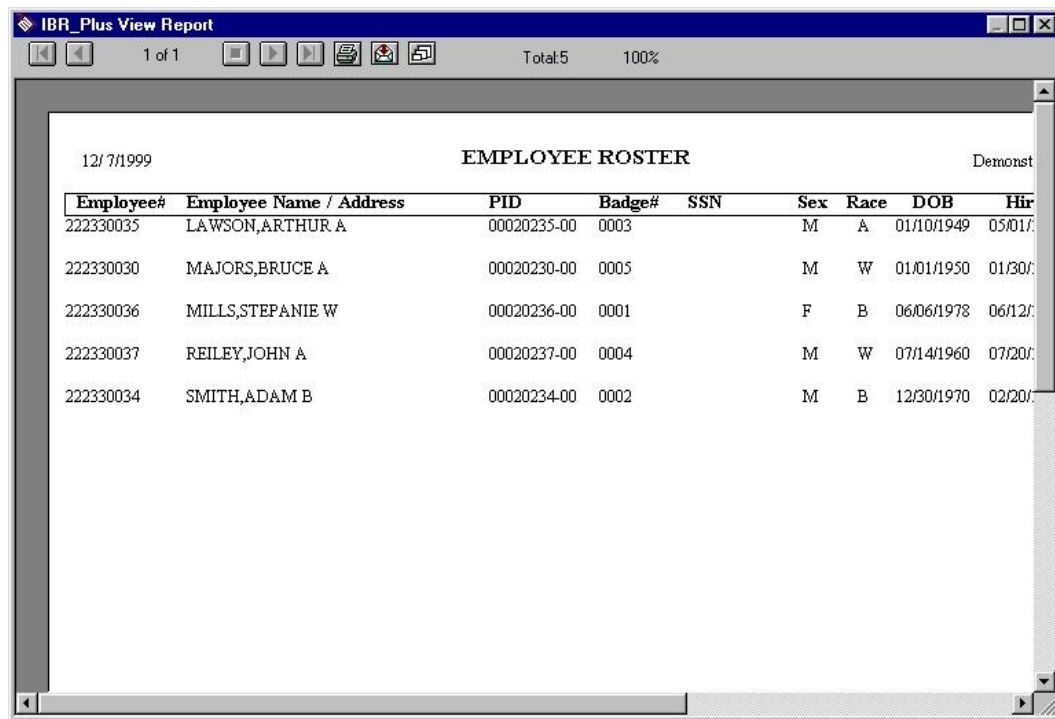
- Vacation Details

- Vacation Transactions Within Date(s) (A total of these transactions is provided for each employee as well as balance information. Note that the balance and total will not match unless all transactions are selected.)

- Salary and Promotions

- Training

- Certifications

- Uniforms

- Equipment

- Awards and Commendations

- Comments

- Reprimands

- Internal Affairs

- The standard IBR_Plus **Report Control Screen** will appear.

Figure 60 Report Control screen

- You have the option of printing directly to a printer or printing to a window. Many reports have additional range and sort capabilities. When all parameters have been entered, click **Print**. If you have selected to go directly to the printer, the report should immediately start printing after all the data has been collected. If you have elected to print to a window, the IBR_Plus View Report Screen will appear. By using the icon with the three different size pages, you can adjust the size of the report to get three different views of the current page. If you are looking at the full size page, you can vertically and horizontally scroll the report to view the information you need. The report screen has additional buttons which will allow you to go to the first page of the report, the last page of the report, or optionally to go forward or back one page at a time.

- If you decide that you want to print all or a portion of this report, simply click the **print icon**. The print range will default to "all". If you want the entire report, click **OK**.

- If you decide that you only want one page of the report, click **Pages**, change the **From Page Number** and **To Page Number** to your selection and then click **OK**.

- Notice that you may also change the number of copies that you want for the report. Depending on the type of printer you are using, you may be able to collate multiple copies of the report.

- To exit from **the IBR_Plus View Report Screen**, click on the **Close Button (X)** in the top right corner of the screen. This will return you to the **IBR_Plus Report Control Screen**. Click **Exit** to return to the IBR_Plus Personnel Menu.

Figure 61 Report Screen showing Employee Roster printed to Window

Chapter

7

Jail Management

Jail and Inmate management within the IBR_Plus system

Logging an Inmate In or Out (Lockups)

- Go to the IBR_Plus **Main Menu**

- Click **Criminal**, then click **Adult Records**

- Click **Search**

- The IBR **Criminal Search** screen will appear

- Enter name of person you want to log into jail

- Click **Search**

- The IBR Plus **Criminal Search Results** screen will appear

- If the name of the person you are searching for appears more than once, click on the first name in the list. Then:

  - Click **View Person** which will show you the Master Name screen. Verify that this is the person you want to log into jail by matching race, sex, SSN, address, employer, etc.

- If this person is not the correct person, **Exit** the Master Name screen and view other persons until you are sure that you have the correct person.

- Click on the **Arrest Number** that is related to the jail log-in.

- Click **Add Lockup**. At this point, a photo of the inmate (if available) will appear as well as any available detainer information. You can also view fund balances or deficits that remain from previous incarcerations. If the terminal operator is not authorized to view funds, a yes or no indicator will show regarding balances. This screen will also appear anytime a Jail Release Date is modified.   Click the **Exit** button when you have completed reviewing the information.

- The jail log-in will appear with the inmate's name, social security number, sex, race, and age information already filled in. The current date and time will be filled in on the commitment date and time. ***This should be changed to the correct date and time*** if this is not the actual time that you are really locking up the prisoner. You should be able to fill in the reason confined. If possible, fill in the jail cell and the jail facility code where the inmate is going to be locked up. At this time you may also update some information about:

    o   Advised of Rights

    o   NCIC/VCIN notification

    o   Searched

    o   Printed

    o   Photo Taken

    o   DNA

    o   Phone call

  if they were not filled in during the booking cycle. You also may denote if he was housed for another jurisdiction and enter any comment into the Commitment Comment field that you have.

Figure 62 Jail Log In / Out (adult) screen

- You may record release date and time information any time the prisoner is released because sentence served, transfer to another location, if inmate is a weekender, etc. Once the prisoner has been logged-out or released, you can repeat the log-in cycle as many times as needed to log a prisoner in and out of jail. If the prisoner is released you should denote whether or not:

    o Any inmate's funds were released and returned to the inmate along with his personal property

    o Any NCIC/VCIN notifications have been made

    o Any comment you wish to make regarding this release

- You can record state required log in/out information by clicking the **State** button in the top left corner. The **State** screen will open in the bottom half of the screen and enable you to enter information regarding:

    o Force used

    o Officers involved in searches, prints, photos, DNA

- o   Types of search

- o   DNA drawn and result dates

- o   Phone call information

You can exit the state screen by pressing **Done**.

Figure 63 Log In/Out State information screen.

- You may print the Log In/Out screen by selecting the **File** menu, then selecting **Print LogIn/Out**.

Mug Shot Capture / Maintenance

- Go to the IBR_Plus **Main Menu**

- Click **Criminal**, then click **Adult Records** (**Juvenile** will work too…)

- Click **Search**

- The **IBR Criminal Search** screen will appear

- Enter name of person you want to view

- Click **Search**

- The **IBR Plus Criminal Search Results** screen will appear

- If the person you want to take a photo of is <u>**not**</u> on the file:

  d) You may click **Add Person**. At this time, the name field will open up for entry of the new name.

  e) Enter the person's name, then press **Tab**. A Master Name search will appear.

  f) If you are sure that this is a new person, click **Add new PID**. The person you added will be displayed at the top of the Criminal Search Results screen.

- Click to highlight the name of the person.

Figure 64 Mug Shot Capture Image screen

- Click **Mug Shot**. The Capture Image screen will appear. Choose **Front**, **Side**, or **Scar** depending on the type of picture desired. If using the '**Intel Create & Share Camera Pack (PCI Version)**'

  i) Click **Camera** to begin the capture process.

  j) Select **Intel Analog Video Camera**. Click **OK**. Turn the camera on by sliding one notch from the center position (a green light should appear). When the person is centered in the live video window and properly focused (using the dial knob at the top of the camera), click **Snapshot**. After a very short pause, the snapshot preview window will display a thumbnail image of the photograph just taken. Click the small photograph (note that a blue frame will surround the thumbnail). Click **Transfer**. The Mug Shot has now been captured. You should **exit** at this point. You may press **Mug Shot** again and repeat the procedure if you need to take additional front, side, or scar photos. If the picture does not appear clearly, you may need to make adjustments to the camera. While in the process of capturing an image, you may click the **Intel Options** button. On the **options** screen, labeled **Size Options**, the **large** (640 x 480) should be selected. You may also click on **Camera Settings** to change brightness and contrast until you have the desired result. If you are using the analog camera provided with the Intel Capture Board, **source** should be set to **Intel camera**. Other settings are available in case you are using a camcorder or some other device with this board. Please consult your Intel documentation for other options.

  k) You can view the Mug Shots at any time by pressing the **Mug Shots** button. If more than one Mug Shot is available for this person, click the **Next** button to view additional front, side, or scar photos. If you click the **Next** button you get a blank screen, this denotes that there are no more photos available for this person. Click **Next** again and the display will return to the first picture of this person.

  l) You may delete the photo you are currently viewing by pressing the **Delete** button. ****Note**** Once this photo is deleted you will not be able to undo the delete.

  m) You can print the current picture by clicking on the **Print** button.

  n) **Zoom In** and **Zoom Out** buttons allow you to get a better look at a particular feature of the person. You may also Zoom In on a particular feature of the person by drawing a rectangular frame with your cursor (left button) around the feature you want to view.

The rectangular area will be enlarged on the screen for closer viewing.

o) If for some reason, you have incorrectly taken the photograph (**Example:** you clicked that this was a front shot while in reality it was a side shot), you can click the **Over Ride** button. After clicking this, a frame titled "**Should be…**" will appear. Change the selection to the appropriate front, side, or scar and then click the **Change Now** button. If you have gotten into this option by mistake, simply click the **Cancel** button.

p) Another option will allow you to transfer this picture to another person's PID. Change the current PID to a different PID, and click **Change Now**. You should use caution with this option as there is no check made as to correct race, sex, age, etc.

Preparing a Line-Up

- Go to the **Criminal Adult Menu**

- Click the **Line-Up** button. The screen will default to Males Age 18 to 80. You may change to Females and adust the age as required.
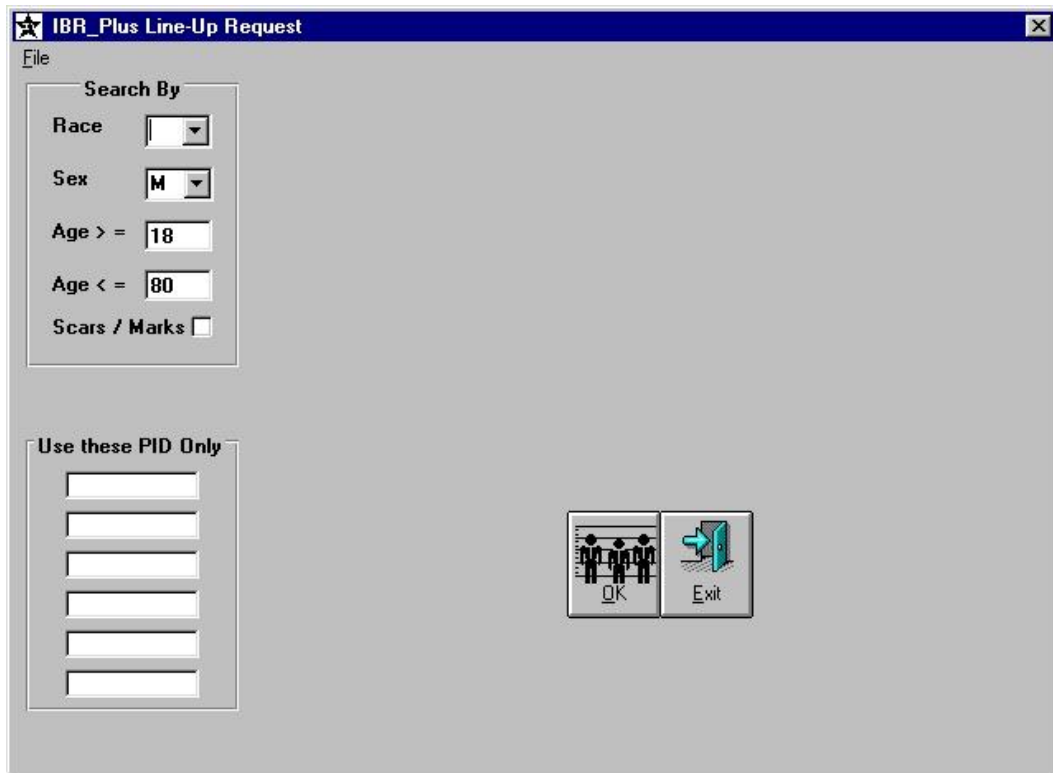
Figure 65 Line-Up Request screen

- You must enter a **Race Code**. After entering the race code, click the OK button.

- All pictures matching your selection will be displayed on the Line-Up screen. You cannot finish the line-up unless there are at least six (6) photographs matching your selection. You must choose exactly six photographs to perform a Line-Up. For each picture displayed, click in the area that shows the PID and the name of the person. This selection will show up on the left side of the Photo Line-Up Selection screen. If you cannot get all six of the desired photographs from the first screen, click the right arrow button to advance the display to view more pictures until six photographs have been selected.
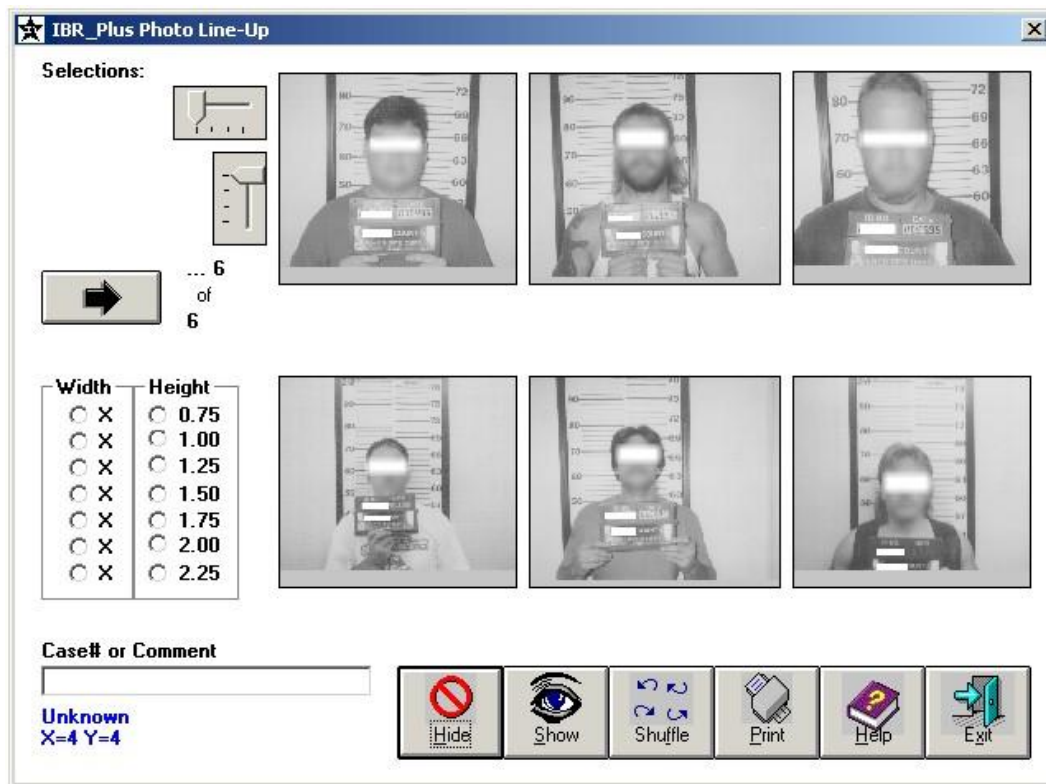
Figure 66 Photo Line-Up screen

- Once you have selected six photographs, you may **shuffle** or rearrange the photographs in any format and print the Line-Up. If you want to hide the demograpic information (from a victim, etc), press the **Hide** button. They will reappear by clicking the **View** button.

- You can adjust the two slider bars located to the left of the photos in order to resize the pictures to a uniform size and shape prior to printing

- Select the print settings **(Width** and **Height**) by selecting the appropriate radio buttons in the table to the left of the photos. These print settings will be saved when you return this screen **(** NOTE ** These print settings are workstation specific; you will have to set once on each workstation from which you wish to print line-ups)**

- You can print the line-up by pressing the **Print** button.

- After the Line-Up has been printed, simply **Exit**.

    Note   This option is also available through the Juvenile Criminal Menu, except that the initial selection defaults to Males Aged 10 to 17.

- If you have a large number of photographs that are likely to match your selection criteria, you may additionally select scars and marks after entering the race, sex, and age information to further restrict your selection. Any selection made from the person descriptors (such as right or left-handed, heavy or medium build, etc.) will be compared against the person on the Master Name File. If the person has no entry in a requested field, or the entry is not an exact match, this person will be excluded from the Line-Up. For this reason, you should use caution when using the Additional Selection criteria.

Maintaining Jail Records

- Go to the IBR_Plus **Criminal Adult Menu**

- Click **Jail** or press the **Jail** icon.

- A roster of all the inmates currently logged in the jail will be displayed. The roster will be presented in cell number sequence. Under the **Sort By** caption you may optionally sort the inmates by:

  - Name

  - Race

  - Sex

- If you wish to view particular information about any one inmate, simply click on the inmate's name and the associated tabs for this inmate will be displayed. Tabs are available for:

  - Inmate Funds

  - Property confiscated from the inmate

  - Medical Pre-screening

  - Medical Questions

  - Medical Complaints and Doctor Visits

  - Charges related to this arrest

  - Special Events for the inmate including release

  - Property issued to the inmate by the Jail

- o Transfers

- o Transports

- o Approved Visitor's List

- o Known Enemies List

- o Work History, Trustee, and Weekender Information

- o Disciplinary Actions

- o Classification for Risk Assessment

- o Phone calls

- o Medicine

- o Library

- Additionally, once you have selected a particular inmate, you may view:

  - o the **Person Master Name Record** by clicking the Person icon

  - o the **Arrest Information**

  - o the actual **Log-in / Log-out** information

  - o Inmate **Mug Shots** or take additional pictures by pressing the Mug Shot icon.

Inmate Medical / Pre-Screening

Figure 67 Inmate Pre-Screening questions

- Medical and Pre-screening questions are usually asked whenever the inmate is initially logged into jail. Click on the **Screen** or **Medical tab**. The list of questions currently available will be displayed.

- For each question, if appropriate, you may enter a "Y" or "N" to answer the question   yes or no. If the "Y" or "N" does not apply, use the arrow key to enter an answer or   explanation to the question. Simply arrow down to the question you want to answer and make your entry. *Note that you cannot type in the sequence number or the question field.*

- You can also record answers to additional questions such as whether or not the inmate is a smoker, has heart disease, diabetes, epileptic seizures, is handicapped, requires a special diet, or there is a watch order present (such as a suicide watch or any other type of appropriate watch).

- The officer asking the pre-screening questions may be entered at the top.

- The **Medical** questions are usually asked by qualified medical personnel. Simply arrow down to the appropriate questions and answer "Y" (yes) or "N" (no). Optionally you may enter fields into the Answer/Remarks column.

- You can print the Pre-Screening questions as well as the Medical screening questions. Both will print with a signature line for Deputy and Inmate.

Figure 68 Inmate Medical screen

- The next section is concerning a **request for doctor visitation**. Whenever an inmate complains of not feeling well, dizziness, etc. he may request to be seen by a doctor or a medic. Click the "Add" button on the Doctor tab. The next available sequence number will appear. Put in:

    a) the date and time that the inmate's complaint was made,

    b) the officer hearing the complaint,

    c) and the nature of the complaint.

    After the doctor or medical personnel have visited the inmate, you may add any additional remarks.

Figure 69 Inmate Doctor screen

Maintaining Inmate Funds

Figure 70 Inmate Funds screen

- Click the **Funds Tab**

- Click **Add**

- The next available sequence number for the Funds will be displayed.

- The **Date** will be set to the current date but this may be changed to any date you prefer.

- Enter a **check number** or **receipt number** in reference. If this is a cash receipt (i.e.: a gift of money from a friend or relative) this should be entered as a debit amount. If this is a purchase, this should be entered as a credit amount.

- Enter the **Transaction** from the drop-down list. This is user-defined but generally is used to record postage, canteen purchases, drugs or medical purchases.

- Enter the **Quantity** and **Description**. The description is generally reserved for canteen items.

- Enter the **Officer Number** of the officer recording the transaction.

- You may get an inmate balance at any time by clicking the **Inmate Balance button**.

- **Canteen** transactions processed through the IBR_Utilities module will post a summary transaction to inmates' fund balances. For more information on Canteen processing, see the chapter titled **Canteen Order System.**

- A printed receipt is available by clicking the **Print button**. The Windows calculator is available on this tab for your convenience.

- You may also print a receipt for an individual transaction by clicking the sequence number line in the data grid to select it, entering the number of copies (up to 3) that you wish to print in the **Copies** box and the pressing the **Receipt** button.

Funds Wizard

You can update multiple inmate fund accounts quickly by using the **Funds Wizard**. You can access the Funds Wizard by pressing the **Wizard** button at the top of the inmate roster screen.

You must enter a date (this date is the current date by default) and select an officer number. You can enter a number (1-3) in the box labeled **Receipt Copies** if you want receipts printed. The receipt will have a place for the deputy's as well as the inmate's signature. An invalid or missing number will default to 1 if you choose to print receipts. Click the **Next** button when you're ready to continue. The next screen will list all current inmates in a data grid.

Figure 71 Funds Wizard screen

From this screen you can enter information regarding:

- Reference Number

- Credit amount

- Debit amount

- Transaction type

- Quantity

- Description

Enter the information you want to update for each inmate and then press the **Update** button to make the changes. The information will then be reflected on the inmate's fund records.

Maintaining Inmate Property

Figure 72 Inmate Property screen

- When the inmate is logged into the jail, you may record the **Date** and **Time** that the Inmate's property was taken and the **Officer** who took the property.

- You may optionally record any bin or location where the property is stored.

- Upon inmate release, you can record the date and time the property was returned to the inmate and the officer who returned it.

- For each property item defined, enter the **Number** received (such as one belt, one pair of shoes, one pair of socks, drugs, credit cards, glasses, watches and other jewelry, etc.)

- The column "**Returned**" will be filled out upon inmate release.

- The column "**Remarks**" field may be used at any time.

- You may print a **Receipt** by clicking the "Print" button so that the inmate may verify the property that was taken and put into storage.

Inmate Issues

Figure 73 Inmate Issues screen

- This records information about items issued to the inmate such as sheets, blankets wash cloths, pillows, etc.

- Enter the **date** and **time** of the issue and the **Officer** making the issue. Optionally you may also enter size information.

- For each item being issued, enter the **quantity** being issued under the issue column.   Optionally, you may enter any issue conditions such as good, new, etc. When the inmate returns the issue, you may enter "Return Information" and whether the item is still in good condition, poor condition, etc.

Inmate Charges

Figure 74 Inmate Charges screen

- Click on the **Charges tab** to see the current arrest.

- Click each charge in the list box at the bottom of the charges tab. Information such as offense date, state specific coding, sentence date, sentencing information including fine and cost, will appear. Also, if more than one charge is present, whether or not the sentences are concurrent should be noted. You may view the entire charge by clicking the **View** button.

- This tab also allows areas for parole or hearing information, whether or not it was denied, whether or not the charges have been appealed, and pending release information such as date and time.

- Linkage to multiple arrest/charge records, including charges added since the initial Lock-up may be accessed by clicking the **More** button (this option may be restricted by your System Administrator). All charge information will be displayed for this inmate. Charges to be included/excluded by use of the check box. Click Done when the selection is complete.

- State charge information including dates, offense tracking number, and over-ride information can be entered by pressing the **State** button. After information is entered, you can exit the state information screen by clicking the **Done** button.

Figure 75 Jail Charge State information.

Inmate Transfers

Figure 76 Inmate Transfers screen

- Click on the **Transfer tab**, click "**Add**". The next available sequence number will appear.

- Enter the **date** and **time** the transfer was made, the **cell** the inmate was transferred from, the **cell** he/she was transferred to, and any **reasons or comments** on why the transfer was made. **** NOTE ** Cell assignment and transfers can also be made in a visual, drag/drop mode. See section below titled Visual Jail Cell Assignment.**

Visual Jail Cell Assignment

You can assign inmates to cell and transfer them to other cells in a visual, drag/drop mode. To do so:

- From the lockup screen (or for transfers, click on the inmate in the roster whom you wish to transfer and then click the **Lockup** button)

- Click the radio button next to **View Available Cells.**   The **IBR_Plus Roster (Cell Block)** screen will appear.

Figure 77 Roster (Cell Block)screen

- Click the cell to which you wish to transfer or assign. Note that the cell block information shows the number if inmates allowed in the cell, the number of beds in the cell and the number of beds currently occupied in the cell.

- The cell expand to show available beds. Note that the cursor has now changed to a key.

- Click an available bed. A button will appear with that bed's information on it. Click that button to assign the inmate to that bed or click the **Cancel** button to return to the Lockup screen. You can also double-click an empty bed to return to the list of available cells.

- If you click the button to assign the inmate to the indicated bed, a box will pop up giving you the option of creating a transfer record of this move. If you do not wish to create a transfer record, click the **OK** or **Cancel** button without entering a reason. If you do wish to create a transfer record, type in the reason and click the **OK** button. Your transfer will now show up in the data grid on that inmates Transfer tab.
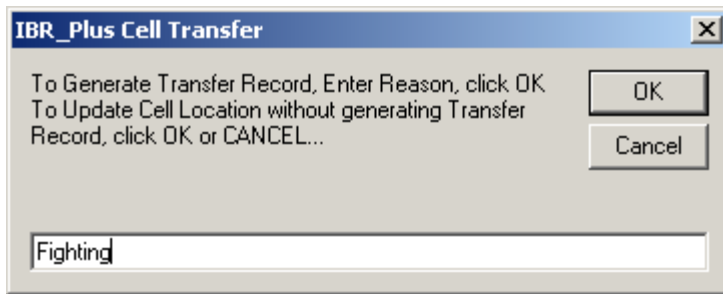
Figure 78 Cell Transfer Pop-Up box

Inmate Transports
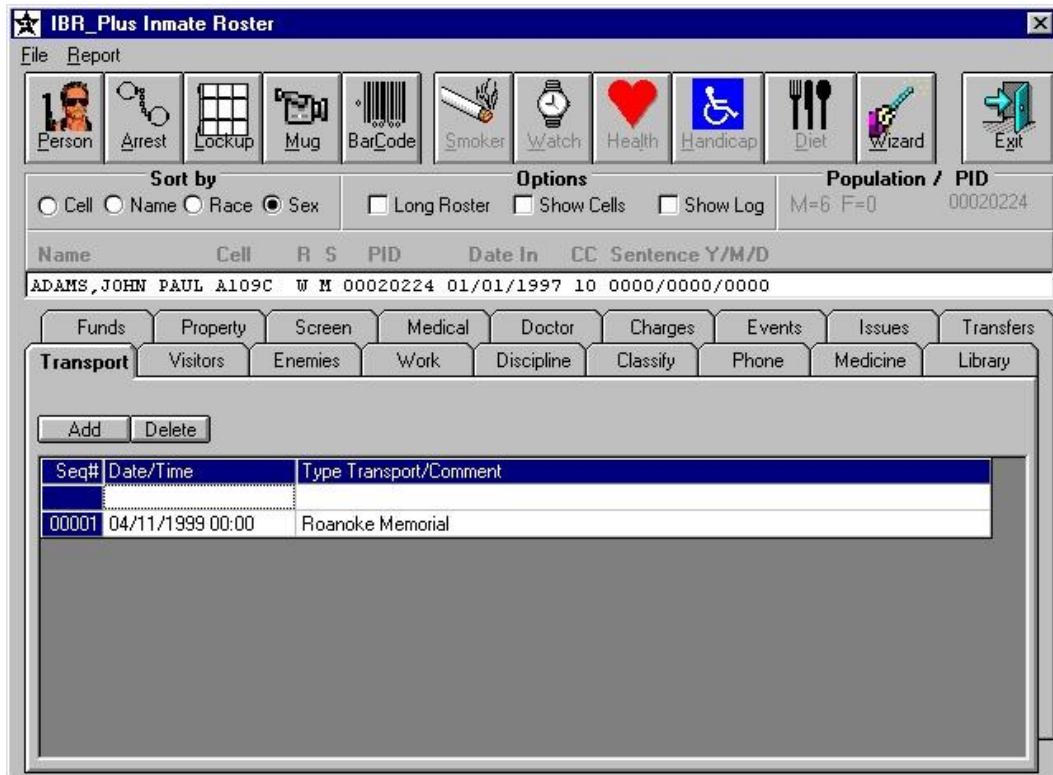
Figure 79 Inmate Transports screen

- Click the **Transport tab**, click "**Add**". The next available sequence number will appear.

- Enter the **date** and **time** of the transport and the **type of transport** or **comment**.

Chapter

8

Computer Aided Dispatching

Using and maintaining information in CAD

Using the IBR_Plus CAD Training Module

- Go to the IBR_Plus **Calls for Service Main Menu**

- Click the **Training** button

- CAD simulation will allow law enforcement calls and/or fire calls and/or EMS calls to be simulated in a time-span requested by the user. Once you have chosen the type of simulation you want and the frequency of calls being generated, click **Begin Simulation.**

- The system will enter the Calls for Service module and will generate new calls simulating how they would be generated from ANI/ALI 911 situations.

Figure 80 CAD Training / Simulation Start-up screen

Maintaining Agencies, Units, Streets, and Wreckers

- Go to **IBR_Utilities** program (this is a separate program with its own desktop icon). You need appropriate permissions to access this program.

- Login with your IBR_Plus userid and password

- Click on the **CFS** menu

- Choose **Maintain Codes/Streets**

- The CAD Agency Maintenance screen will appear

Figure 81 IBR_Utilities Maintain Codes/Streets

Maintaining Agencies and Codes

Under type of codes choose either:

- **Ten-code or signal** (up to 8 positions, letters (A-Z) and/or numbers (0-9))

- **Activity** (1 position, number (1-9) only, 1=In Progress and 2=Just Happened)

- **Address** (see instructions in the next section, **Maintaining Street Span and Premise Data**)

- **Agency**

- **Disposition** (2 positions, numbers (01-99) only, 01=Accident Report, and 02=Incident Report)

- **How received** (1 position, number (1-9) only)

- **Local Jurisdiction** (must be 3 positions, letters (A-Z) only). This is an extension to the standard FIPS codes representing the Cities and

Counties in your State. It is useful for defining towns, colleges, or multi-jurisdictional parameters.

- **Shift Code** (1 position, letter (A-Z) and/or number (0-9))

- **Station** (up to 6 positions, letters (A-Z) and/or numbers (0-9))

- **Unit** (up to 6 positions, letters (A-Z) and/or numbers (0-9))

- **Unit Status** (6 positions, letters (A-Z) and/or numbers (0-9))

- **Unit Type** (6 positions, letters (A-Z) and/or number (0-9))

Once you have clicked on the type of code, click the **View** button. For all categories other than address, the existing codes will be shown in a list box. You may pick a particular code out of the list box, modify the description, or delete this code if it is not in use. Except for Agency / Station / Unit, use the code and description field above the list box. To add a **new code**, enter the code in the field labeled "**Code**", then enter the description in the field labeled "**Description**". Click **Add**.

** NOTE ** Agency / Station / Unit data is maintained as a group using the area below the list box.

The IBR Cad Module may define up to six unique agency types.

a) Agency Number One must be titled "**Police**"

b) Agency Number Two must be "**Fire**".

c) Agency Number Three must be "**EMS**".

d) Agency Number Four must be "**Sheriff**".

e) Agency Number Five must be "**Tow**".

f) Agency Six must be **"Other"**

For each agency, multiple stations and units may be defined.

a) Law Enforcement agencies may skip defining a station and go straight to Unit Descriptions such as Agency Police, Car 1, Car 2, Car 3…

b) Fire Stations generally define a station, such as Station 1 and then units belonging to Station 1 such as Engine 1, Engine 2, Engine 3…

For each agency, you may define a signal types or "10" code. These codes may optionally be shared with two or more agencies. To add a signal, first choose the agency, drop-down the type of code box, and select "**10/Signal**". Enter the signal **code** and the **description**, then click the "**Add**" button. After a signal code has been added, you may use the **SOP** button to define special features for this code.

Maintaining Street Span and Premise Data

- Go to **IBR_Utilities** program (this is a separate program with its own desktop icon). You need appropriate permissions to access this program.

- Login with your IBR_Plus userid and password

- Click on the **CFS** menu

- Choose **Maintain Codes/Streets**

- The CAD Agency Maintenance screen will appear

- Choose **Address** from the **Type of Code** to be maintained.

- Click the **View** button. After existing Master Street Name records have been retrieved, **LOADED…** will appear in the Street Maintenance area. Type the desired street name directly into the list box. Use the down arrow key to locate the specific street span to be maintained. For each street span, you may enter a direction (N, E, S, W, NE, NW, SE, SW) either before the street name or after the street type. Street types are not edited, but must be two or three characters long.

- The jurisdiction or town code may be useful when one dispatching center is dispatching for a county, city and/or several towns within the jurisdiction.

- Beat is any identifier for a street range such as mall, park, school, etc.

- In the situation where the street name appears in multiple jurisdictions (for example several towns may have a Main Street), it is a good idea to put the jurisdiction or town code on these records. Occasionally, one city can have the same street name appearing twice. In this case, the neighborhood code should be added to the address to further distinguish the duplicate street names. You may use starting and ending street range numbers. Cross-street information must be entered in one of the following formats:

  - direction, street name, and street type

  - street name, street type, and then direction

- street name and street type (if there is no direction)

- **Zip code** information may be entered for the left and ride side of the street.

- You may optionally enter a **speed limit** for the street range. Each street span should have a zone entered from 01 to 99 and a user defined grid location. This information is available for each agency.

- As many **back-up zones** as necessary may be entered for each agency. The zone should be entered as a two-digit number, separated by a comma (02, 03, 04, 05, …) Press **Modify** when done. If this is a new street span, press **Add.**

- You may enter **premise** information against a unique location after the Master Street range has been defined. For unique premise information, type in the exact street number, optionally an apartment number, then click **Add/Load** now. If no premise information is on file, you will be prompted to add the record. If you are not sure if a premise record exists, Click **List Premise,** a drop-down box will display all existing addresses under this span. Click the desired street number followed by pressing the **Add/Load** button. For each unique premise, you may add **GIS** "X " and "Y" coordinates. These may be entered as longitude and latitude. Each premise may have an alias name, a business name, and specific directions to this location. Residential premises may contain **occupant information** as necessary to define the people living on the premises with any **special needs**. Business locations can have an unlimited number of **people to contact** along with their phone numbers and information about normal **operating hours** and exceptions to these operating hours. For example, a cleaning crew may be on the premise every Friday night between midnight and 2:00 AM.

Figure 82 CAD Location Details screen

- Any location may contain **alarm** information (type, alarm number, Security Company and their phone number)

- Any location may also keep track of any **toxic or hazardous materials** and their location. Additionally, for fire planning, location of security panels, fire hydrants, electrical boxes, gas mains, sprinkler heads, stand pipes, and Knox boxes may also be entered. General **remarks** may be entered for any type of premise.

- You can enter Vacation Watch information or Burn Permit information by pressing the **Watch** or **Burn** buttons respectively. This information will be used when generating Hotsheets.

- You can **Delete** premise info and modify street ranges.

**** NOTE *** A single GEO file change in a range can result in thousands of Historical and Premise records being added, modified, or deleted. It is recommended that these types of modifications only be done after a full backup and with CAD operations halted.

Sample Grid Layout
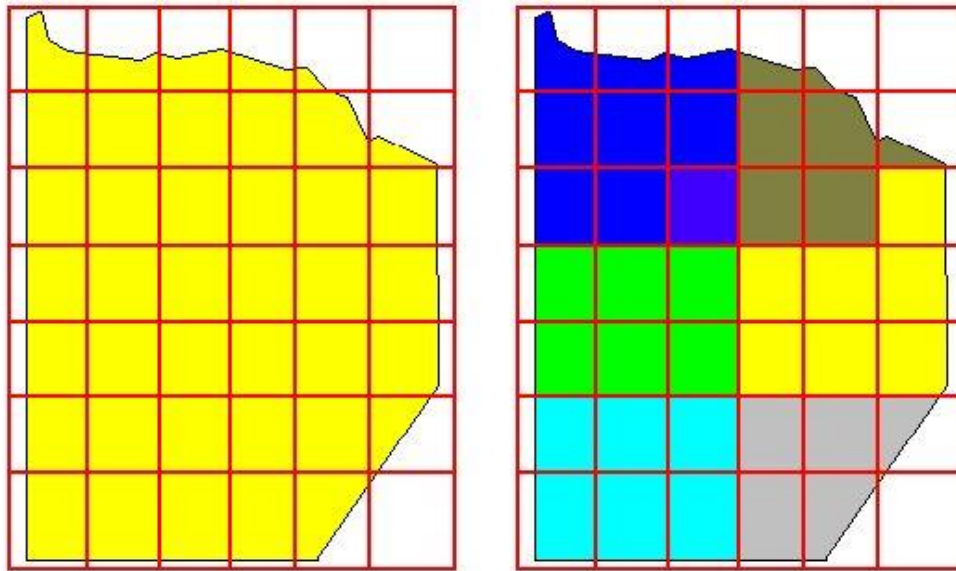
Figure 83 Sample Grid layout

Start off by breaking your jurisdiction into grids, the smallest unit accessible by the IBR_Plus CAD module. In the above example, a scheme of 42 grids (6 across x 7 down) was used. In actual cases a much smaller grid would probably be used. Grids do not have to be a uniform size, they are sometimes assigned to a school, a shopping mall, a sports complex, etc. These grid assignments may optionally be unique for each agency. Each agency may set up zones (or districts) comprised of one or more grids. In the above example, six zones were defined.

Maintaining Wrecker and Rotations

Wreckers may be added to the rotation list by entering an ID (5 positions, letters (A-Z) and/or numbers (0-9)), Company name and at least one phone#. You can classify it by a North/East/South/West/Central (alternately, 1, 2, 3, 4, or 5). Be sure to click **Regular**, **Large** or **Police** before clicking the **Add** button. You may get a list of all wreckers by clicking the **All** button. To delete an entry, click the ID in the list box, then click the **Delete** button, the record will be removed. To modify an entry, click the ID in the list box, then make any corrections (except the ID) then click the **Modify** button. If you have a modem connected to your workstation, you may dial the number (click the appropriate day or night number), select Com Port, click the **Call** button. This feature is added as a convenience item and will **not** be covered under our support policy.

Figure 84 CAD Wrecker Rotation and maintenance screen

CAD Advanced Options

To set CAD Advanced Options, from the IBR_Utilities program, click the **CFS** menu and then choose **Maintain Codes and Streets.** Click the **Advanced** button. The CAD Advanced Options menu will appear.

Figure 85 CAD Advanced Options screen

Here you can set the following options for Computer Aided Dispatch:

- Timer length (01000 = 1 second)

- Default agency

- Funeral 10 Signal

- Accident Report disposition code

- Incident Report disposition code

- Include IBR Codes with 10/Signal – You can specify whether or not you wish for IBR codes to be listed along with your 10/Signals in the Call Type list.

- Dispatching by Station – You can which (if any) agencies you want to dispatch by station. **** NOTE ** Careful planning is needed before setting up or using Dispatching by station. DaProSystems can help you set this feature up.**

- Record Locking (Normal/Optimistic is typically recommended. Use Highest/DaProSystems Enhanced only when instructed to by DaProSystems).

- Regional Settings (These are only used for Regional Interfaces. DaProSystems will instruct you in the correct setting for these if you are utilizing our Regional system)

Using the IBR CAD Module

- From the Main Menu, select **Dispatch,** followed by whether or not you want to use full computer-aided dispatching or the calls for service module only. The dispatching module will pause for a moment while loading the address master file, codes and unit information.

Figure 86 Calls for Service Menu

- Your **dispatcher number**, **default jurisdiction** and **shift code** will already be selected for you.

** NOTE ** To log into Computer Aided Dispatch or Calls for Service, your IBR_Plus userid must be the same as your 4 letter/digit officer code.

- Choose the **type of dispatching** you are going to do - dispatching, call-taker, or monitor only. Click the "**Next**" button.

- A screen will be displayed showing all available units and all uncleared calls for service. To look at a particular call, simply click the **CFS#**. The call will be brought to the top left portion of the dispatching screen.   While processing the current CFS screen, you may enter multiple persons information, such as complainants, victims, suspects, or witnesses. Also if the address that came in from your ANI/ALI is not the address where the offense occurred, you may enter the address of the offense occurrence. You may dispatch as many units as necessary for the call. The unit can be from any agency.

- You can update dispatch times from the Active-Calls Grid without making a call the active call. For example, if you are working on a police call for service number 1999-000001, but fire call 1999-000002 Engine Number1 (ENG1) has just arrived on scene, you may click the arrived area of the grid for Engine Number 1, which will post the arrived time, but the active police call 1999-000001 will still be at the top left portion of the screen.

Figure 87 Calls for Service Main screen

Lets look at the Calls for Service screen in detail:

Figure 88 Calls for Service explained

Menu Bar

- The **Menu Bar** allows you to add a new call for each agency type. In addition to adding a call for each agency type, you can add a traffic stop, or an alarm call.

- The **Menu Bar** is also how you interface with the criminal records module. You can click on **Name** and then select **Adult** or **Juvenile** name search.

- The **Menu Bar** allows for logging one or several units on or off duty using the **Shift Change Option.**

Figure 89 CAD Shift Change screen

All units not on duty may be selected and then put on duty by clicking the **Begin Tour** Button. You will be given the opportunity to assign Zones, Officer(s), and mileage information as each unit is processed.

A unit on duty may be placed Out of Service by clicking on the **Out of Service** button.

All units on duty may be selected and then placed off duty by clicking the **End Tour** Button. You will be given the opportunity to record mileage information as each unit is processed. If you have entered phone numbers, zone or officer information for that unit, that information will be saved with that unit for the

next time that unit is brought on Tour (it can be changed at that point if necessary). The Unit Status report will reflect the calculated mileage information obtained from the beginning and end of the shift.

Figure 90 Unit Shift Change detail screen

Active Call Window

Figure 91 CAD Active Call Window

The **Active Call Window** is where all Calls for Service information is maintained.

- You may enter the **agency type** followed by the type of call. If you have properly set up your SOP file with your ten-codes and signals, you may bypass entering the agency information as it may be determined by the call type.

- The **dispatcher and jurisdiction codes** will default to the codes entered when you entered the computer aided dispatching module.

- The current date and time will be entered in the "**When Received**" field.

- **Response time** will be calculated from the time received until the first unit has arrived.

- **Priority** is determined by the type of call and whether the activity is currently in-progress, happened recently, or some other reason.

- **How Received** is a user-defined field where you can determine if the call was received by phone, radio, walk-in, or 911.

- **Disposition** may be recorded here, (may be handled by the dispatcher) . Disposition may also be recorded with each unit.

- You may enter as many people related to the calls for service number as required. You can enter **C**omplainants, **V**ictims, **S**uspects, and **W**itnesses. If a location has associated warnings for Weapons, Assaults, Felonies, or Protective Orders these warnings will appear.

- If you have **Enhanced 911**, the **C**omplainant Information along with the Address Information and How Received can be updated from the 911 system.

- Two **addresses** are available. The first one will be the address where the call originated from. The second address will be where the offense actually occurred. You can enter business names or aliases that have been entered into your GEO files; the street address will be listed to allow you to choose the correct business location.

- You can load any required comments to the call by clicking on the **Comment** button. The UPPER button will convert all lower-case characters to upper-case. You can spell check comments; clicking the button with the check mark will ignore capitalized words while clicking the button titled SPELL will include capitalized words. The checker will only return a prompt if errors are found. After the spell check is complete, make sure you click DONE to save your comments before clicking other portions of the CAD

screen.   Multiple transport information as well as location changes will be automatically added to the comment field.

- If call history exists for the address of the current active call, you may click on **History** to see any prior activity at this address. If history information exists for a particular call, the history button will appear in a different color.

Figure 92 Active Call Screen History view

- **Premises** allows you to view or modify any information on particular occupants at this address with any of their special needs, directions for getting to this address, business name and alias information, emergency business contact information, any alarm number and location and contact information, location of security panels, fire hydrants, electrical boxes, gas mains, sprinklers, etc. All of these may be recorded on the premise file. Also general remarks and any hazardous materials information may be coded on this file. If the premise has a watch order (vacation check), you may view this information by clicking on the Watch button. The Premise button will change color if premise information exists for that address and the button will also blink if hazardous materials are stored at that location.

Figure 93 CAD Watch Order screen

- The CAD software has the ability to play a Wave file from the voice recording. This will usually be done by investigations after the call has been closed through the calls for service module.

- You may dispatch as many units from as many agency types as necessary for the call simply by clicking the **Dispatch Units** button. A list of all available units will appear along with our recommendations for the units button. If the system has recommended any units, they will be highlighted. If you do not want to use the recommended unit, simply click it and the highlighting will disappear and the unit will not longer be selected for dispatch. You may then choose any units that you want to dispatch or additional units simply by clicking on the unit number. The system will also recommend units for intersections if you agency's SOP and GEO files have been setup correctly. When all the units to be dispatched have been selected, click the **Dispatch** button.

  ** **NOTE **** If you click Dispatch button with no units highlighted, this will do a normal exit and will not dispatch any units to the call.
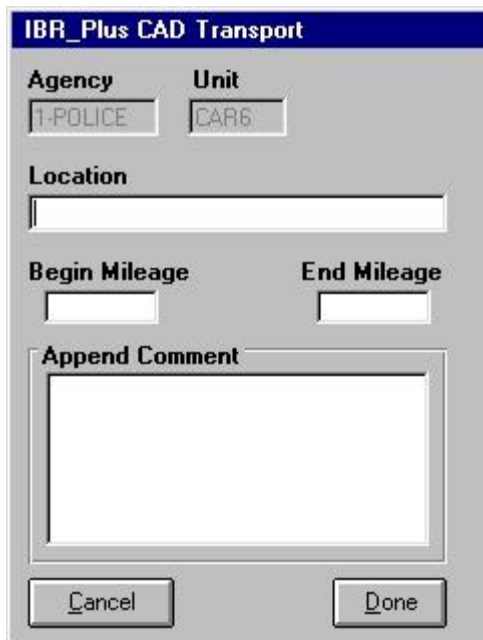
Figure 94 CAD Dispatch Unit view

- In addition to posting transport to ER or jail times, you may also log particular location, beginning and ending mileage, and additional comments when doing a transport to jail or emergency rooms. To enter transport information, click on the unit in the bottom grid and then click the **Transport** button. The CAD Transport screen will appear and will be blank allowing the entry of new beginning and ending mileage for multiple transport locations). All Transport information will be automatically entered into the Comment section of the call when you press the Done button on the Transport screen. Entering transport Enroute and Arrive times on the unit grid while that call is in the Active Call Window will automatically load the Transport screen to allow entry of mileage and other information.
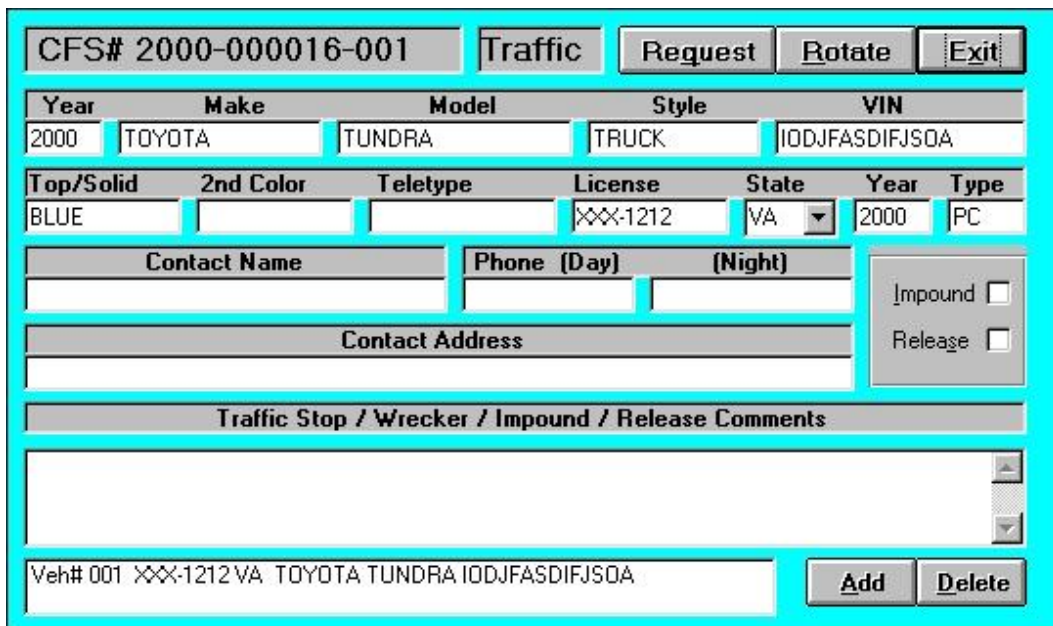
Figure 95 CAD Transport screen

- Vehicles may be attached to any call and may already be available if an officer-initiated call for a traffic stop or tow-in has been received.

Figure 96 CAD Vehicle screen

- When entering an address, put in the street number, any direction information that was coded on the GEO file, and the name of the street or a

partial name of the street. Press **Enter**. All streets matching your selection will be displayed. Simply double-click the correct street name and street type and the address will be complete. You may add any additional information, such as apartment number, etc. If you put in an address that is not GEO coded, you may simply click the **No Geo Code** button and the address will be accepted. It is recommended that all streets within your jurisdiction be coded correctly for better statistical information.

Figure 97 Active Call Window with Address list box

- If you have more information available for a complainant, victim, or suspect you may click on the PID number and then click View which will take you to the Master Name File. Use of the Master Name File is explained fully in the IBR_Plus User's Guide.

- When you are viewing vehicle information related to a call, you may enter additional information such as year, make, model, style, VIN numbers, colors, etc. Also, contact names with day and night phone numbers, address information may be kept for any related traffic stop, wrecker, tow, impound and release information.

- Wrecker rotation may be used on any vehicle simply by clicking the **Rotate** button. The wrecker companies will be presented in a drop-down box in the sequence they should be chosen based on the last time the wrecker company was rotated. Before clicking the Rotate button, you may click the Request button to denote that the citizen has requested a particular wrecker and that you do not want to rotate at this time. For your convenience, an auto-dial

feature is available to call the selected wrecker company. You must have a computer with a modem attached. You must supply the appropriate COM port before selecting the call option.

Figure 98 CAD Wrecker Rotation screen

- Note that you may view premise information for either the caller address or the address where the offense occurred simply by clicking on the Caption Caller or the Caption Occurred buttons.

- After a unit has been dispatched, you may mark In Route, Arrive, Transport, Cleared, and Return to Station times simply by clicking in the appropriate grid column.

Comment Window

A comment may be attached to any call in the Active Call Window. Click the **Comment** button from the Active Call Window. The comment screen will appear.
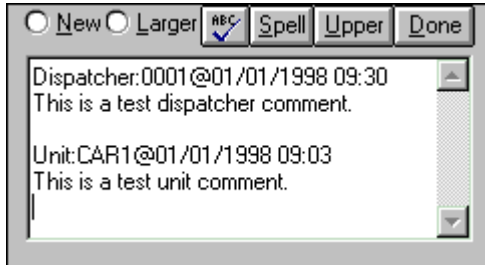
Figure 99 Active Call Comment screen

- If you want the comment date and time stamped with the dispatcher's number, click "**New**" before beginning data entry. Type as much comment as required. Be sure to click "**Done**" when finished typing, as this will save your comments immediately.

- You can spell check your comments: the button with the check mark will *ignore* capitalized words, the button with the word Spell will check capitalized words. The spell check will only return a prompt if a spelling error is detected. After spell checking is complete, be sure to save your comment by clicking the **Done** button before clicking other portions of the CAD screen.

- You can toggle the comment screen to a larger size to have a larger viewing area and then reduce it back to a smaller area to look at your available units.

- You cannot edit a comment that was previously saved by pressing the **Done** button. Comments can be edited by supervisors from the Calls for Service Only module at a later date.

Available Units Grid

- The **Available Units Grid** gives a snapshot of all units that are available, but are not on an active call. If you click on the unit, you will be prompted to add an **officer-initiated call**. This option is explained elsewhere in the manual.

- The grid will automatically expand to the full screen width if you click the Status or Location field. To restore the grid to the smaller size, click the Time field. When updating the status for a unit, that unit will appear at the top of the enlarged grid.

Figure 100 Available Units grid

- You can click on the **Status** to show if any unit has a change of status other than patrol. For example, he may be in court and unavailable for dispatching, may be at lunch, or out of service for other reasons. If you click on the **Status** line, a drop-down box will appear where you can set the unit's status. The current time will automatically be logged with the status. Click the status again to denote the status has changed, the ending time will be logged. Mileage and Phone/Comment changes will be logged as well. This log can be viewed through the Calls for Service **Report** menu.

- **** NOTE **** Codes for status (and most other CAD codes), location descriptions, comments, etc. are designed to use lower case letters where appropriate. This style has a better appearance with Windows applications. If you use all upper case letters, they may be truncated when displayed on particular grids, drop down lists, and/or reports.

- You may enter specific **Location** information at any time by clicking the location, and then press **Enter**. Use the left or right arrow keys to move around within the location. Press **Tab** to exit the location field. For example, if you gave someone the status of "Court", you can click on location and enter J & D, Circuit, or District to denote to which court the unit is assigned.

- **** NOTE **** If you press buttons outside of the Available Units Grid without first pressing Tab to exit the location field, your changes will not be recorded.

- If you want a full view of all the units showing all the information, simply double-click the grid. In addition to unit, status, time, and location, information showing whether one or two officers are riding in the car, cell phone number, zone and mileage-in and mileage-out for this particular unit.

- You can shrink the Available Unit Screen back to small-size simply by clicking on the grid.

Agency Legend

This area is used to identify each agency type and the color to be used to display available units and active calls for that agency. Two additional features are available within this legend. Simply click a color bar and only the units and active calls for that particular agency type will be displayed. Click it again and the display will return to all agencies. Additionally, if you have set alarms for Officer / Fire Fighter / EMS response within a certain number of minutes, that agency's color bar will blink when a response is past due.

Figure 101 Agency Legend

Active Calls Grid

- The **Active Calls Grid** shows all calls for service that have been added and have not been cleared.

Figure 102 Active Calls Grid

- As soon as a new call is entered, it will become available on the **Active Calls Grid**. To make the call an active call, simply click the **Calls for Service Number**. Note that you may change the dispatch, in route, arrive, transport, cleared, and return to station times for any call by using the Active Calls Grid. These calls do not have to be in the Active Call Window to update these times.

- Whenever you clear a unit, a drop-down box will automatically appear so that you may record the disposition for the unit. This is also where you may activate a stacked call. This is explained elsewhere in the manual.

- You should use some care when updating receive, dispatch, in route, arrival, and clear times on this grid. A simple mouse click will update the time for the unit chosen. If you click on the wrong grid area by mistake, you may click the time again and the time will be cleared.

- You may change the **Address** location information at any time by clicking the location , then pressing **Enter**. Use the left or right arrow keys to move around within the address. Press **Tab** to exit the address field. If any address

change has been detected, it will be logged in the comment field with a date/time stamp. This is useful for recording pursuits and other changes.

** NOTE**   If you press buttons outside of the Active Calls Grid without first pressing Tab to exit the address field, your changes will not be recorded.

Dispatcher Status

- The **Dispatcher Status** area enables the dispatcher to add new calls that are not coming in from the ANI/ALI, to instigate a new traffic call, to activate an alarm call, and also to monitor and change stacked calls and future calls.

Figure 103 CAD Dispatcher Status

- A display will show warning the dispatcher of any calls received that have not yet been dispatched. The caption will be **# Pending Call(s)** where # is the number of calls waiting to have a unit dispatched. You can click on the Pending Calls caption in the dispatcher status area to view only those calls that are waiting to have a unit dispatched. The Pending Calls caption will be blue until a predetermined amount of time has passed upon which time the caption will turn to red.

- The **Refresh** button may be clicked at any time to get a new list of active calls and available units. Refreshes will be done automatically unless an active call is currently open in your window; in that case, you will have to manually refresh to see updates on the status line or available units. An exception to this is when you Dispatch Units; dispatching units will automatically refresh the workstation on which the dispatch occurred.   Note that entering arrive/transport times, etc. in the active call window will not refresh the call grid at the bottom of the dispatching screen. This is by design; if you wish to view changes, you can hit the **Refresh** button to view changes.

Option Buttons

Figure 104 CAD Option Buttons

- The **Alert** button may be used at any time to check pending officer response required activity. Officer responses may be rescheduled or deleted using this button.

- **Future Call** allows entry or retrieval of any future calls that have been queued. When future calls are activated, information is placed in the comment field regarding the future call details.

- **SOP's** will be made available for any call in the Active Call Window. This will provide particular information about a particular ten-code or signal and any SOP type questions that should be asked by a call-taker or dispatcher. Additional information is available for whether or not the incident requires supervisor notification and also how many units from each agency should be dispatched for this type of call.

- If you have geo-coded your address files and have GIS mapping available, you may click the **Map** button. This will take you to a View Map screen where you can search to find the street for the address in the Active Call Window.
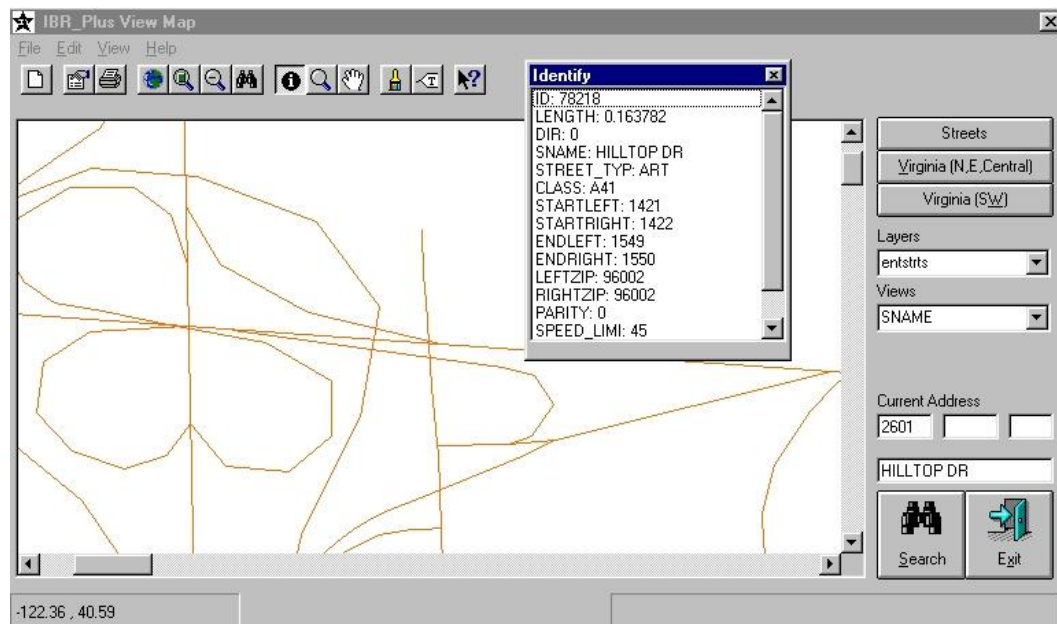
Figure 105 CAD Map screen

- The **Rolodex** button is useful for locating information that may be used for emergency notification, mutual-aid, or any name and address type information that may be required by your agency. This program actually calls the Address Book from Microsoft Outlook Express. This program is only loaded for your convenience and is not a product of DaProSystems, Inc.

- If you are using the **State/NCIC Interface**, you may launch the interface from the CAD system. You can click the button one time during the session, enter your user-ID and password, and the State/NCIC interface will be

available. When you are through using the State/NCIC interface, you may minimize it on the Task bar and bring it back up as required. You will not have to sign on to the interface again. You will automatically be notified if any pending messages have arrived.

- The **Options** button loads in several CAD optional modules which may be available with your version of the software. Many of the options are specific to our airport agencies, others may be useful for any agency type.

  ** NOTE ** Other buttons may be available to 'bridge' to other applications such as FirePro, FireHouse, Medical Priority, etc.

** NOTE ** CAD processing may issue a workstation LOCK when certain transactions are being processed. This is to help prevent database corruption which may be caused when processing certain record types (especially when a network card, cable, or hub may be defective). Dispatchers should answer **Yes** to retry until the LOCK is cleared. Under no circumstances should the Cntl+Alt+Del task manager be used to terminate processing. Always make sure all users have exited IBR_Plus before powering down workstations or servers. Always perform a Shutdown before powering off a workstation (where possible).

Standard Operating Procedures (SOP)

SOP's will be made available for any call in the Active Call Window. This will provide particular information about a particular ten-code or signal and any SOP type questions that should be asked by a call-taker or dispatcher. Additional information is available for whether or not the incident requires supervisor notification and also how many units from each agency should be dispatched for this type of call.

IBR_Plus CAD Notes

Call Taker: Notes/SOP: 10-01

1. What is the location of the event?
2. Has the murder already occurred?
3. Is the suspect present?
4. How long ago has this happened?
5. Type of weapon?
6. Description of suspect?
7. Description of vehicle?

Dispatcher:

1. Dispatch 2 units and Supervisor as soon as information is available. Confirmed homicides will be broadcast as SIGNAL 100.
2. Clear channel.
3. Update responders as information is obtained.
4. Notify EMS if necessary. Advise EMS to stage until it is determined that the scene is secure.
5. Broadcast lookouts to all units, other jurisdictions, SIRS, and TTY as needed.
6. Document all information in case file.

Do NOT:

Officer Response Required Every [0] Minutes [X] Notify Supervisor [ ] Auto Clear

Primary Agency - Others
[1] (1-6) [   ]

IBR Code
09A-Murder/Nonnegligent Manslaughter

Agency   Priority (1=Highest, 9=Lowest) Dispatch These Units:

Agency	In Progress	Just Happen	Other	#Units	Type Unit
1	1	1	1	2	
				0	
				0	

Exit

Figure 106 SOP screen

Officer Initiated Calls

Figure 107 CAD Available Unit listing

- Click the unit number in the list of available units. An entry screen will appear where you may select:

    - traffic stops,

    - tow requests, or

    - a regular call for service.

Figure 108 CAD Officer Initiated Call screen

- If this is a traffic stop or a tow request, you may enter the license number, license state, year and type of vehicle. If you are using our State/NCIC interface, and are using a valid State/NCIC work-station, you may

request that a vehicle check transaction is to also be entered at this time. Click **"OK"**.

- A call will automatically be added, received, and dispatched at the current time and will show in the active call window.

- You may click the "Vehicle" button to view the vehicle record associated with this call. Note that the license number, state and year, and vehicle type have already been added to this screen. You may add additional information such as year, make, model, color, VIN, and contact information.

Stacking Calls

Call Stacking is useful when you have more calls than available units to handle the calls. You may mark a unit to automatically be dispatched to another call as soon as the unit Clears the call it is currently working.

You may also Stack a Call even if Units are available, but want to use a particular unit to handle a Call.

Call Stacking is a two step Process. All processing is done from the Active Calls Grid:

UNIT	Agency	RECV	DISPATCH Alarm1 Alarm2	Enroute	ARRV	Transport Enroute Arrive	CLRD	Return Station	Type	Address	CFS#
CAR8	1-POLICE	17:53	17:53		17:53				10-100		2000-000016
CAR6	1-POLICE	17:02	17:51						10-05		2000-000013
CAR4	1-POLICE	17:33	17:50						10-01	002601 HILLTOP DR	2000-000014

Figure 109 Active Calls Grid

First, Identify the Call to be processed by clicking the CFS#. Note that this call may already have other Units assigned from any type of agency.

Second, click the Unit to be stacked to the Call.

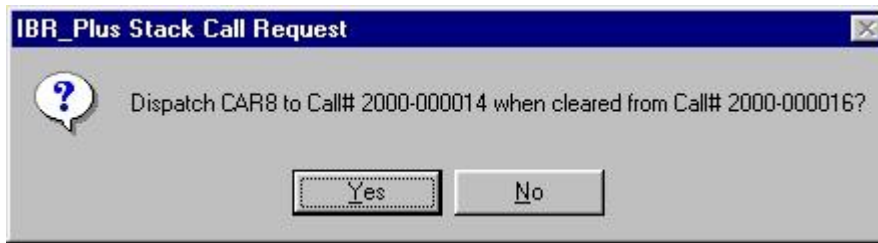You will be prompted to verify the Unit and CFS# to be stacked.

Figure 110 CAD Stack Call Request confirmation screen

When ever the unit **Clears** the current CFS#, you will receive the Call Stacking Notification Screen.
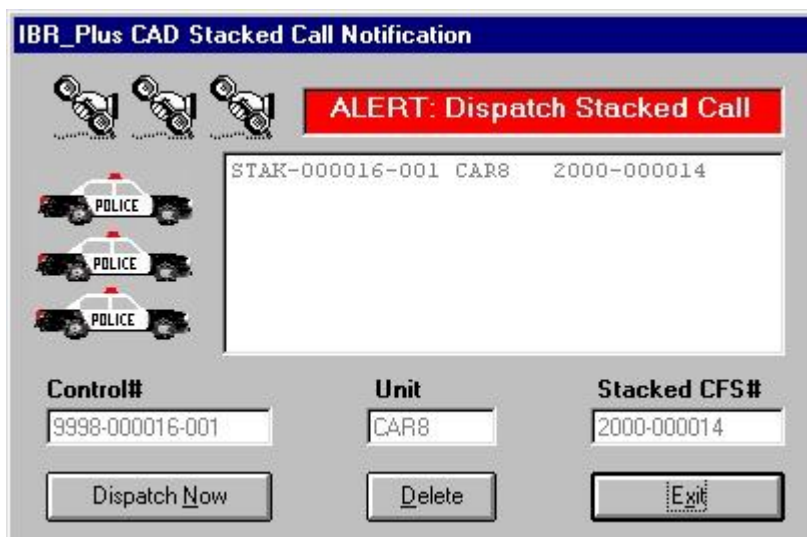

Figure 111 CAD Stacked Call Notification screen

You may remove this unit from the stack or view stacked calls by clicking the 'In Stack' caption at button at any time.

Figure 112 CAD Dispatcher status with one call in stack

Future Calls

You may select **future** calls from the menu bar at the top of the calls for service screen or click the "**Future" button** at the bottom of the calls for service screen.

Figure 113 CAD Future Call Notification screen

- You can list all pending future calls by clicking the **"List All" button**. The "List All" button will display all pending future calls.

- Click on a particular future call. This will allow you to activate the future call now or to reschedule the future call by using another future date and/or time.

- You may also add new future calls by giving a future date and time, the ten code or signal, and the activity, address, or name such as bank escort, direct traffic, etc.

- The future call will automatically appear when the dispatch date and time has elapsed. At this point you have a time to reschedule the call, actually dispatch the call, or delete the call. When the call is activated, future call information will automatically be placed in the Comment field.

Setting Alarms for Officer Response

- Go to the IBR_Plus **CAD Agency Maintenance Screen**

- Select 10-Code Signals from "**Type of Code**" and click "**View**".

- Select the 10-code or signal that you want to add the officer response to from the list box. Click the 10-code or signal followed by clicking the **SOP button.**

- The field titled "Officer Response Required every ____ minutes" can be a value anywhere from 0 to 59 minutes. If the value is 0, no alarms will be set when the time expires.

- When dispatch is using the CAD module and any unit that has been dispatched has not made contact back with them within the designated time this agency will begin a blinking and audible alarm for dispatch through the CADWatch module (see the following section entitled **Alerts from CADWatch** for more details). The dispatcher can click the **"Alert" button**. Any officers who have not responded within the correct time will be shown at the top of the "Officer Response List".

Figure 114 CAD Officer Response Required (Alert) screen

Simply click on the officer who has not made contact. After the dispatcher has made voice contact with the officer, the timer may be reset for another interval or if the officer has said that everything is under control and you do not need to make further contact, you may click on the button that says **"Officer OK - Do NOT show any more alerts for this Call"**.
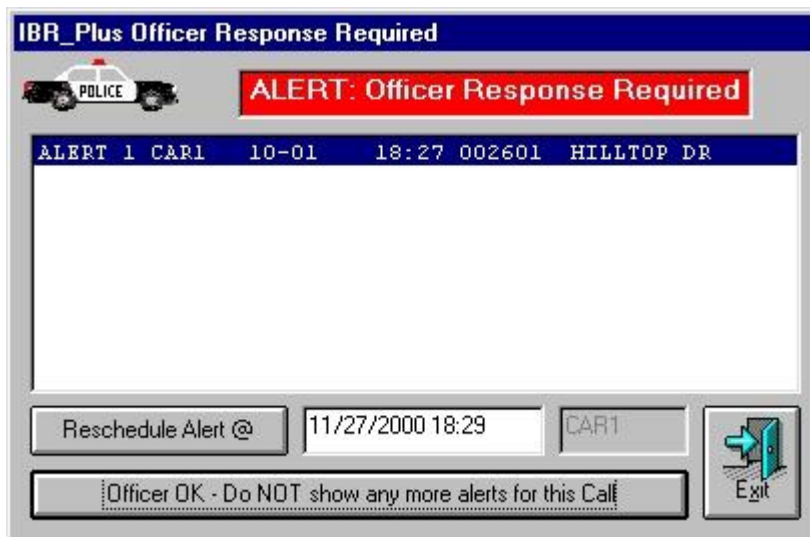
Figure 115 CAD Officer Response Required (Alert) screen with officer selected

- Dispatch may call up the "Officer Response Required Screen" at any time before the alarms are set off.

- When you click on any unit in the Officer Response Required Screen, the reschedule alert time will automatically be calculated the appropriate number of minutes from the current time. You may click **"Reschedule Alert" button** and you will not be notified about this again, or you may at this time terminate the alerts (see number 4). If you do not reschedule or terminate alerts for the call, you may simply exit, however you will continue to be alerted that an alarm is pending if you choose this option.

Alerts from CADWatch

Alert notification is handled through a separate program called **CADWatch**. CADWatch will automatically load within 30 seconds after loading the Dispatch menu. This module will run regardless of which part of IBR_Plus you working in, allowing the dispatcher to receive Unit Alarms, Future Call Alerts, and Pending Call Alerts while working in Civil Processing, IBR, etc. The CADWatch module will automatically terminate within 30 seconds of exiting the Main IBR_Plus menu. The CadWatch taskbar item will display a green status box if no alerts are detected. A red status box will be displayed if Unit alerts are detected and a yellow status box will be displayed if Pending and/or Future alerts are detected. If multiple alerts types are found, the most severe alert color will take precedence.

For CADWatch to work properly, ensure that you do not have the AutoHide feature of the Windows Task Bar activated. The CADWatch item on your Windows taskbar will change to a color-coded notification (including an optional audible alarm) when alert

notification is activated. To turn on or off the audible alarm, click the task bar item for CADWatch:

Figure 116 CADWatch item on Windows Taskbar

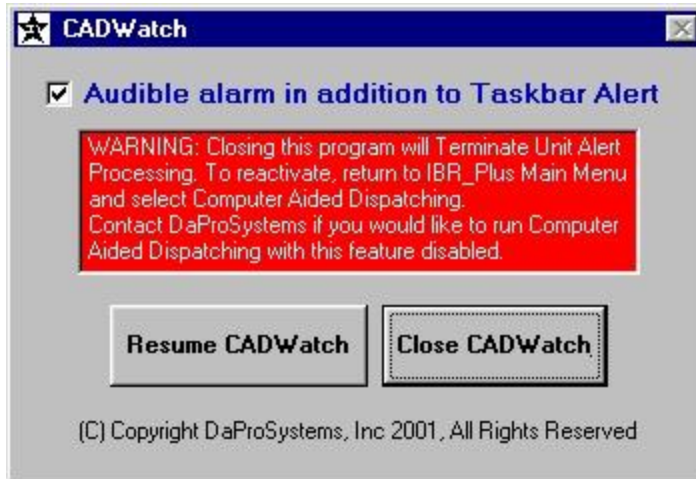This will bring up the CADWatch program screen:

Figure 117 CADWatch program screen

Toggle the checkmark next to **Audible alarm in addition to Taskbar Alert** to turn the audible alarm on and off. When you have completed the changes, click **Resume CADWatch**. **** NOTE **** Clicking **Close CADWatch** will disable the CADWatch program and you will not receive Taskbar alerts. If you accidentally close CADWatch you can restart it by exiting back to the Main IBR_Plus window and re-entering the CAD system. CADWatch will automatically unload upon exiting the IBR_Plus system.

Entering Alarm Calls

- Go to the **Calls for Service Main Pull-Down Menu**

- Select "**Alarm**".

Figure 118 CAD Alarm Call screen

- You will be given the opportunity to enter a particular type of alarm and the alarm number.

- After this information has been entered, **click "Look Up Premise…"** and the system will help determine the exact location of the alarm.

- You may then choose **"Add Call…"** and a new call for service will be generated with the premise address filled in. At this point, you may choose an appropriate unit from the zone determined from the premise file.

Searching for CAD Information

- You can search while in the CAD system by going to the IBR_Plus **Calls for Service Main Menu** or you can search without being logged into CAD by going to the **IBR_Utilities** program and choosing the **CFS** menu and then choosing either the **Search Current Calls** option or the **Search Call History** option (you must have appropriate permissions to login to the IBR_Utilities program). Using the IBR_Utilities program to perform CAD searches without being logged into CAD is less intrusive and enables better system performance. This should be the preferred method of search for non-dispatchers.

Figure 119 Calls for Service Main Menu

- You may search from a variety of information. If you just want a quick listing of calls that have just recently been entered, click on **Quick Search of Calls Recently Entered.** Quick Search will return up to the 40 most recently entered calls entered within the past twenty-four hours.

- For all other call history, you may enter:

  - a date and time range (Search dates entered will remain the same until further changed by the user. An exception to this is when the Quick Search feature is used; Quick Search will default to the system defined time period for recent calls. If you wish to reset date settings to the default settings, clear the first date and then press the Tab key.),

  - an optional jurisdiction,

  - 10-Code or signal,

  - officer or unit information,

  - name of a complainant or victim, or

- an address (CAD searches using a street number with less than six characters will autmatically do "wild" card searches. For example: 1234 Main will return 1234 Main and 111234 Main. You can enter 001234 Main for a specific search).

Once you have entered these parameters, you may click **"Search All"** to look at all types of calls, or you may click the button called **"Any Law Enforcement"** to only search calls related to police and sheriff calls-for-service. Optionally, you may select only fire, EMS, or towing related calls. Searches will retrieve upto 120 calls matching your criteria. You will need to change time or date criteria to extend searches further.

The search will return a response giving:

- the call date,

- the address where the offense occurred,

- the type of call,

- a complainant name, and

- a calls for service number

The search will return up to 120 calls matching your selection criteria. You may change Date/Time paramters as required to view additional calls. You can print a call list with or without comments by choosing the appropriate option from the **Report** menu on the call listing screen. If you want more details for a particular call number, simply click the calls for service number and the entire call will be shown along with any available comment information. You may print this call by clicking on the "**Print**" button. Vehicle data will be printed as well. Additionally, if you have the proper supervisory authority, some of this information may be edited or the call may be deleted.

Figure 120 Calls for Service search results screen

- You can search for unit status history by selecting a Unit on the Calls for Service menu and then clicking the button with the check mark labeled Check Unit Status (Date and Time are additional required search parameters). When prompted, click Yes or No to include Calls for Service information. You can also view this information by choosing **Report** from the Calls for Service menu and then choosing **Unit Status**.

- You may search for any premise information (Alarms, Hazards, Occupants, Business Contacts, Phone Numbers, Business/Alias/Landmark, Street Number or Range, and Street Name including the use of the **Soundex** option) by first entering the desired search criteria and then clicking the Option Button for the type of search to be done.

IBR_PLUS HELP MANUAL

Figure 121 Calls for Service detail screen (from within searched calls)

This screen will be returned if you click on a particular CFS# from the search grid. If maintenance on a call is necessary, you may **EDIT** the call. The call may be **PRINT**ed or **DELETE**d **(**with proper authority). Note that this screen may also be invoked by the **Dispatch Calls for Service Only** selection from the Main Menu. Entry through the menu allows calls, comment, and unit information to be added at any time. If the CFS# was added through the Computer Aided Dispatch Module, limited maintenance capability will be available.

CAD Hotsheet Information

- Go to the IBR_Plus **Calls for Service Main Menu**

- Click the **Hotsheet** button. The Hotsheet screen will appear.

Figure 122 CAD Hotsheet screen

- You must select a category:

  - BOLO for persons

  - BOLO for vehicles

  - Missing children

  - Neighborhood watch

- Once you have clicked on a particular type of hotsheet information, you may view the information by highlighting the name or address, the name of the BOLO person or missing child, the vehicle, or the address of the neighborhood watch and then click "**View**".

- You may also add and delete information from this screen.

- BOLOS and neighborhood watch information have an expiration date and will automatically be removed from the hotsheet when the date expires. You may use this screen to extend expirations dates if required.

Chapter

9

Concealed Weapon Permits

How to enter in information for Concealed Weapon Permits.

The Concealed Weapon Permit screen can be accessed by the following sequence of steps:

- Go to the Main Menu

- Select **Civil**

- Select **Concealed Weapon Permits**

The Concealed Weapon Permit Screen

Upon entering the Concealed Weapon Permit screen, you have the option of searching for a permit by name or file number, viewing a pre-existing permit, adding a new permit, printing a permit report, deleting a permit, and exiting.

Figure 123 Concealed Weapon Permit entry screen..

Adding a New Concealed Weapon Permit

To add a new Concealed Weapon Permit, enter a file number manually or click the

Manual vs. Auto Numbering It is important that your agency choose only one method: manually numbering the permits or auto-numbering them. A combination of both should not be used.

Auto radio button to have the system generate a file number for you (see the note at left regarding manual versus auto-numbering). Press **Add**. This will bring you to the top of the screen as shown below:

Figure 124 View of screen after adding new permit .

At this point you are ready to enter the details of the Concealed Weapon permit.

- Enter in the Applicant Name and then press the **TAB** key. The Master Name Search will appear.

- If the name of the applicant is already on file, highlight the appropriate name and click **Use this PID**. If this is a new applicant, click **Add new PID**. For more details, see **Help** on the Main Menu Screen for using the Master Name Search.

- You can enter in an **Application Date, Fee,** and a **Judge/Person/Comment** for this application. The same is true for **Local Investigation** and **State Police** details.

- You can check whether or not the application has been **Approved** or not as well as enter in **Approval Date, Fee,** and **Judge/Person/Comment** information.

- Enter in an **Expiration Date**, if applicable.

- Check the appropriate box if it is a **Purchase** or **Carry** permit.

- If the permit process is only partially completed, you can enter in the information that is currently available and then update the rest of the permit information at a later date.

- When you have entered all of the necessary data, you can press the **Exit** button located at the top left corner underneath the Permit and PID number.

Searching for Concealed Weapon Permits

You can search for an existing permit by number or by applicant name.

Searching by File Number
To search by file number:

- Enter in a file number into the **File Number** box (with or without leading zeroes).

- Press the **Search** button.

Permits starting with that file number and higher numbers will be shown in the box at the bottom of the screen. Click on the appropriate permit in the box to view the details of that file. If you do not see the file number that you are looking for, you can click on the line labeled **** View More Records **** if it is available.

Searching by Name
To search by name:

- Enter in the last name or first few letters of the last name in the box labeled **Name** (insure that the **File Number** box is empty). Do **not** use any wildcard characters (such as the asterisk *).

- Press the **Search** button.

Applicants whose last name starts with those letters and continuing through to the end of that letter will be displayed in the box at the bottom of the screen. For example, a search for **Ada** will list all applicants with a last name starting with **Ada** through **Az.** If you do not see the applicant you are looking for, you can click on the line labeled ******

View More Records ** if it is available. Click on any permit in the box to view its details.

Viewing an Existing Concealed Weapon Permit

If you know the file number of an existing permit you want to view, you can type that file number into the **File Number** box and then press **View**. The permit details will be displayed at the top of the screen.

If you have just completed a search, simply click on the desired record in the search result box to view the details at the top of the screen.

Printing a Concealed Weapon Permit

To print a permit record:

- Type in the appropriate file number into the **File Number** box at the bottom of the screen (or if you have just finished viewing or entering that permit, the number should already be displayed in the **File Number** box at the bottom of the screen).

- Press the **Print** button. Insure that the **Name** box is empty before pressing **Print**. If the bottom portion of the screen is grayed out and does not respond to typing, then you have a permit active at the top of the screen that is being viewed. You must hit the **Exit** button in the top left corner in order to access the bottom half of the screen.

- A printed Concealed Weapon Permit report will be sent to your default printer.

Deleting a Concealed Weapon Permit

To delete a Concealed Weapon Permit:

- Type in the appropriate file number into the **File Number** box at the bottom of the screen (or if you have just finished viewing or entering that permit, the number should already be displayed in the **File Number** box at the bottom of the screen).

- Press the **Delete** button. Insure that the **Name** box is empty before pressing **Delete**. If the bottom portion of the screen is grayed out and

does not respond to typing, then you have a permit active at the top of the screen that is being viewed. You must hit the **Exit** button in the top left corner in order to access the bottom half of the screen.

- A confirmation box will appear asking you to confirm that you want to delete that File Number. If you do, press **Yes**. If you do not want to delete that permit or have typed in the wrong number, press **No**.

- A message box will appear informing you that the permit was deleted. Press **OK.**

Exiting the Concealed Weapon Permit Screen

Exiting from the top half of the screen
If the top half of the screen is active (not grayed out):

- Click on the **File** menu in the top left corner.

- Choose **Exit**.

Or:

- Click the **Exit** button in the top left corner.

- The top portion of the screen will become inactive and the bottom half of the screen will now be active. Press the **Exit** button in the bottom right corner of the screen.   This will return you to the Main Menu.

Exiting from the bottom half of the screen
If the bottom half of the screen is active (not grayed out):

- Press the **Exit** button in the bottom right corner of the screen.   This will return you to the Main Menu.

Chapter

10

User Generated Data

How to enter in User Generated Data information.

U   ser Generated Data allows each agency to set up the types of data to be collected for this screen. Each agency can set up its own codes for agency-specific needs not inherent in the IBR_Plus system. For example, an agency could use this screen to collect information for dog permits, field interviews, parking permits, or any other need defined by the agency. Codes for User Generated Data are defined and set up in the IBR_Utilities program. For instructions on creating new User Generated Data Codes, please see the IBR_Utilities program.

Secure Data

When a User Generated Data code type is originally created, it can be set up to be secure. If the code type is secure, you will only be able to view records that you originally created. You **cannot** view secure records that were entered by another user; other users, in turn, will not be able to view secure records that you entered. This applies to searching, deleting, printing and general viewing.

** Please Note ** The comment field of secure records will be encrypted before being saved to insure that unauthorized users cannot view those comments by other means.

The User Generated Data screen can be accessed by the following sequence of steps:

- Go to the Main Menu

- Select **User**

- Select **User Generated Data**

The User Generated Data Screen

Upon entering the User Generated Data screen, you have the option of searching for

Additional Search Criteria This field is a free-form field that you can use to search upon from the User Generated Data screen. You can enter anything you would like to search on in this field.

data by type, by type and sequence number, type and date, type and name, or type and Additional Search Criteria. You can also view existing data records, add new records, print a record, and delete a record.

Figure 125 User Generated Data entry screen.

Adding a New User Generated Data Record

To add a new User Generated Data record, select the appropriate type from the Type

Manual vs. Auto Numbering When the User Generated Codes are set up by your code administrator, they will decide whether to use auto-numbering or manual numbering for that type. If the type of record you are adding is an auto-number and you try to enter it manually, you will receive a message stating the auto-numbering will occur instead.

drop-down box and enter a file number (if that type is not set up for auto-numbering- see note at left). Press **Add**. If that particular type is set up to use auto-numbering, simply choose the **Type** from the drop-down box and press **Add**. This will bring you to the top of the screen as shown below:

Figure 126 View of screen after adding new User Generated record.

At this point you are ready to enter the details of the User Generated Data record. Depending on the type of record you are entering and your agency's procedure, you may only want to use some of the fields available to you. You have the ability to enter the following information:

- **Name:** Enter a name and then press the **TAB** key. The Master Name Search will appear. If the name of the applicant is already on file, highlight the appropriate name and click **Use this PID**. If this is a new applicant, click **Add new PID**. For more details, see **Help** on the Main Menu Screen for using the Master Name Search.

- **Date(s):** You can enter up to two dates for the record.

- **Amount(s):** You can enter up to two numeric or currency amounts for the record.

- **Additional Search Criteria:** This is a free form field up to 20 characters long in which you can story anything you would like to be able to search upon from the search screens. See the Search instructions for more details.

- **Comment:** Enter any comment you wish for that record.

- **Vehicle ID?:** If you wish to tie vehicle data to this record, check the **Vehicle ID?** check box. To view or enter the specific vehicle information, click the **View** radio button which will bring up the vehicle information screen. If you are adding a vehicle to the record, you will receive a confirmation box asking you to confirm that you do which to add a vehicle. Check **Yes** or **No** as appropriate. If you uncheck the **Vehicle ID?** box on a record that previously had a vehicle record tied to it, you will be prompted on exit to confirm that you want to delete the vehicle record.

- When you have entered all of the necessary data, you can press the **Exit** button located at the top left corner underneath the Type and Sequence Number.

** Please Note ** The arrow buttons located in the top left corner underneath the Type and Sequence Number can be used to scroll back and forth sequentially through the other records of that type.

Searching for a User Generated Data Record

You can search for an existing record by type, by type and sequence number, type and date, type and name, or type and Additional Search Criteria.

Searching by Type
To search by data type:

- Select the type from the **Type** drop-down box (insure that all other search fields are blank).

- Press the **Search** button.

All records of that type will be shown in the box at the bottom of the screen. Click on the appropriate record in the box to view the details of that file. If you do not see the record that you are looking for, you can click on the line labeled **** View More Records **** if it is available.

Searching by Type and Sequence Number

To search by data type and sequence number:

- Select the type from the **Type** drop-down box.

- Enter in the Sequence Number in **the Sequence Number** box (insure that all other search fields are blank).

- Press the **Search** button.

Records of that type and sequence number (and any higher sequence number) will be listed in the box at the bottom of the screen. Click on the appropriate record in the box to view the details of that file. If you do not see the record that you are looking for, you can click on the line labeled **** View More Records **** if it is available.

Searching by Type and Date

To search by data type and date:

- Select the type from the **Type** drop-down box.

- Enter in the date in the **Date** box (insure that all other search fields are blank). Dates should be entered in the **mm/dd/yy** or **mm/dd/yyyy** format. *** NOTE *** *The date will only be searched against the first date on the record.*

- Press the **Search** button.

Records of that type and date (as well as any with a later date) will be listed in the box at the bottom of the screen, sorted by Sequence Number. Click on the appropriate record in the box to view the details of that file. If you do not see the record that you are looking for, you can click on the line labeled **** View More Records **** if it is available.

Searching by Type and Name

To search by data type and name:

- Select the type from the **Type** drop-down box.

- Enter in the last name or first few letters of the last name in the **Name** box (insure that all other search fields are blank). Do **not** use any wildcard characters (for example, the asterisk *).

- Press the **Search** button.

Applicants whose last name starts with those letters and continuing through to the end of that letter will be displayed in the box at the bottom of the screen. For example, a search for **Ada** will list all applicants with a last name starting with **Ada** through **Az.** If you do not see the applicant you are looking for, you can click on the line labeled **** View More Records **** if it is available. Click on any record in the box to view its details.

Searching by Type and Additional Search Criteria

To search by data type and additional search criteria:

- Select the type from the **Type** drop-down box.

- Enter in text or numbers (as appropriate) into the **Additional Search Criteria** box. Use the * as a wildcard character as necessary. For example:

  - Searching for **stand** will only return records with just the word **stand** in the Additional Search Criteria field.

  - Searching for ***stand** will return anything that ends in **stand** in the Additional Search Criteria field such as: **stand, grandstand, making a stand,** etc.

  - Searching for ***stand*** will return any record with **stand** anywhere in the Additional Search Criteria field such as: **stand, grandstand, making a stand, standstill, in the stands,** etc.

- Press the **Search** button.

Records of that type and with the appropriate text or numbers in the Additional Search Criteria field will be listed in the box at the bottom of the screen. Click on the appropriate record in the box to view the details of that file. If you do not see the record that you are looking for, you can click on the line labeled **** View More Records **** if it is available.

Viewing an Existing User Generated Data Record

If you know the sequence number of an existing permit you want to view, select the appropriate Type from the **Type** drop-down box and type the sequence number into the **Sequence Number** box and then press **View**. The permit details will be displayed at the top of the screen.

If you have just completed a search, simply click on the desired record in the search result box to view the details at the top of the screen.

Printing a User Generated Data Record

To print a User Generated Data record:

- Select the appropriate Type from the **Type** drop-down box and then type in the appropriate Sequence Number into the **Sequence Number** box at the bottom of the screen (or if you have just finished viewing or entering that record, the number should already be displayed in the **Sequence Number** box at the bottom of the screen).

- Press the **Print** button. Insure that the other search boxes are empty before pressing **Print**. If the bottom portion of the screen is grayed out and does not respond to typing, then you have a record active at the top of the screen that is being viewed. You must hit the **Exit** button in the top left corner in order to access the bottom half of the screen.

- A printed User Generated Data record report will be sent to your default printer.

Deleting a User Generated Data Record

To delete a User Generated Data record:

- Select the appropriate Type from the Type drop-down box and then type in the sequence number into the **Sequence Number** box at the bottom of the screen (or if you have just finished viewing or entering that record, the number may already be displayed in the **Sequence Number** box at the bottom of the screen).

- Press the **Delete** button. Insure that the other search boxes are empty before pressing **Delete**. If the bottom portion of the screen is grayed out

and does not respond to typing, then you have a permit active at the top of the screen that is being viewed. You must hit the **Exit** button in the top left corner in order to access the bottom half of the screen.

- A confirmation box will appear asking you to confirm that you want to delete that Sequence Number for the indicated Type. If you do, press **Yes**. If you do not want to delete that record or have typed in the wrong number, press **No**.

- A message box will appear informing you that the permit was deleted. Press **OK.**

Exiting the User Generated Data Screen

Exiting from the top half of the screen
If the top half of the screen is active (not grayed out):

- Click on the **File** menu in the top left corner.

- Choose **Exit**.

Or:

- Click the **Exit** button in the top left corner.

- The top portion of the screen will become inactive and the bottom half of the screen will now be active. Press the **Exit** button in the bottom right corner of the screen. This will return you to the Main Menu.

Exiting from the bottom half of the screen
If the bottom half of the screen is active (not grayed out):

- Press the **Exit** button in the bottom right corner of the screen. This will return you to the Main Menu.

Virginia Traffic Accident

How to enter Traffic Accident information.

T he Traffic Accident module is used to enter information required for the state DMV regarding vehicular accidents. Information can be entered pertaining to vehicles, drivers, occupants, owners, pedestrians and injured persons as well as descriptive information regarding the accident details.

The Traffic Accident screen can be accessed by the following sequence of steps:

- Login to the **IBR_Utilities** program

- Select **Accident/DMV**

The Traffic Accident entry screen will appear.
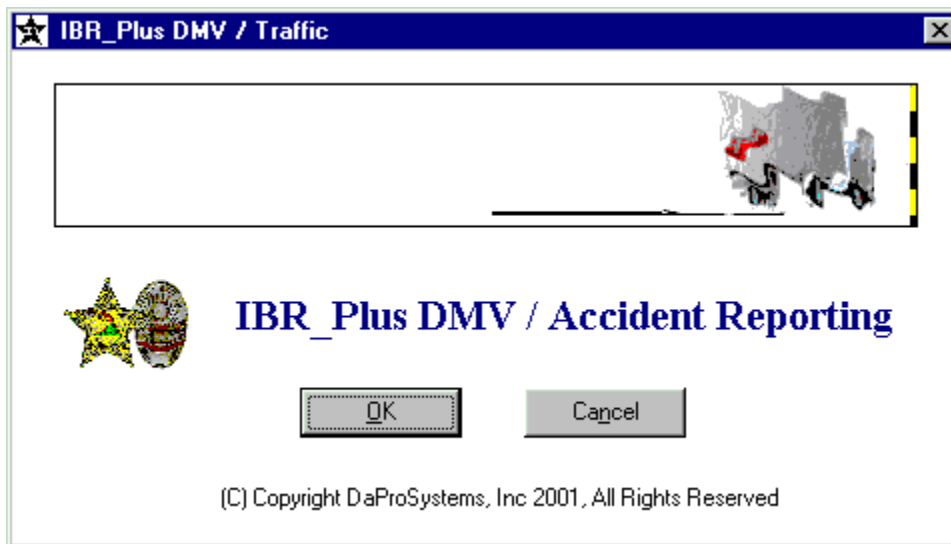
Figure 127 Traffic Accident Entry screen

Traffic Accident Menu

Upon entering the Traffic Accident screen, you have the option of searching for records, viewing existing records, adding new records, printing a record, and deleting a record.
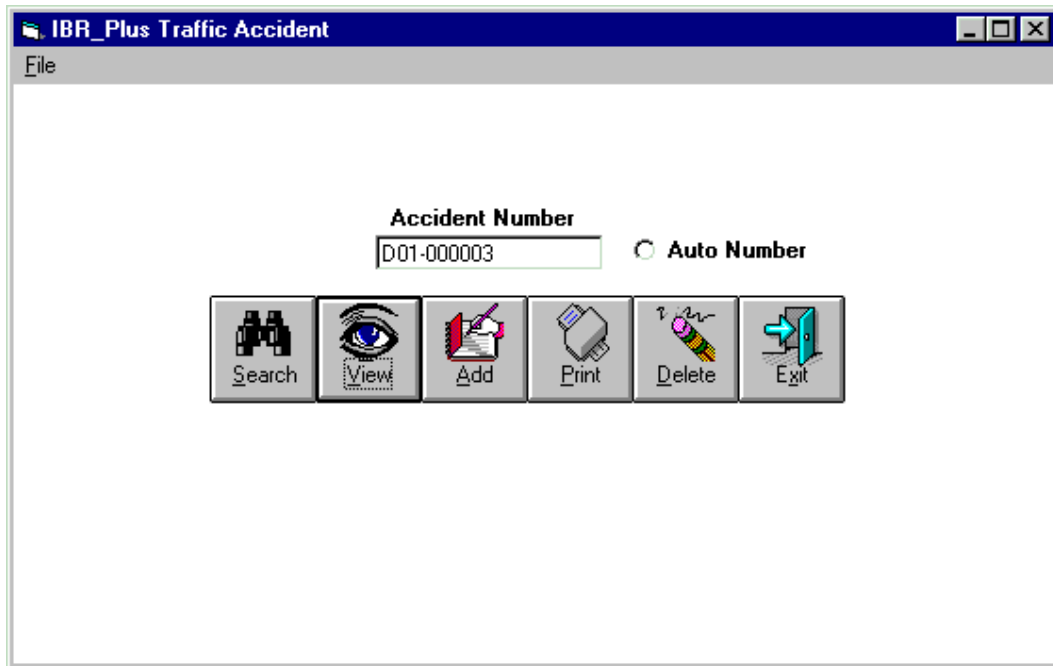
Figure 128 Traffic Accident menu options

Adding a New Accident Record

To add a new Traffic Accident record, enter an accident number manually or click the

Manual vs. Auto Numbering It is important that your agency choose only one method: manually numbering the records or auto-numbering them. A combination of both should not be used.

Auto Number radio button to have the system generate an accident number for you (see the note at left regarding manual versus auto-numbering). Press **Add**. This will bring you to the main accident screen. Accident numbers follow this numbering convention: *Dyy-######* where *yy* is the last two digits of the accident year and *######* is a six digit incremental number.

Initial Setup of Auto_Number Year

If you wish to use the auto-number feature, you will have to complete an initial setup of the year to use. To do this, from the Traffic Accident menu options screen, select the **File** menu at the top of the screen and choose **Initial Setup of Auto-Number Year**. A text box will open where you will enter a four digit year. In the second box, enter the accident number with which to start. Press **Continue** when you have entered the year.

For example, if you entered 2000 and 1 for the accident number, the first auto-number accident will have an accident number of D00-000001.

Incrementing the Auto-Number Feature to a New Year

After you have completed entering all of the accident records for a particular year, you can reset the auto-number feature to start with *Dyy-000001* where *yy* is the last two digits of the next year. To do this, from the Traffic Accident menu options screen, select the **File** menu at the top of the screen and choose **Increment Auto-Number Year.** You will be prompted to confirm the action; choose yes if you wish to increment the year.

Resetting the Auto-Number Year and/or Accident Number

If you need to change the auto-number year, the incremental accident number, or both you can do so by selecting the **File** menu at the top of the screen and choosing **Reset Auto-Number Year and Accident Number**. Two boxes will appear: enter the four digit year into the first box and the accident number with which to start numbering into the second box and then press **Continue**. If you have chosen this menu option in mistake, simply choose any other menu button besides the Continue button to proceed with using the Accident Module without resetting the auto-number features.

Figure 129 Main Traffic Accident screen.

At this point you are ready to enter the details of the accident.

- Enter in the Date and Time of the accident. The day of week will automatically be filled in by the system.

- Complete as much of the following information as you have available:

  - County of accident

  - Milepost number

  - Railroad crossing ID

  - City/Town (indicate which in the appropriate radio button)

  - Landmarks at scene

  - Number of vehicles

  - Route # or street name at scene of accident

  - Intersection or Distance/Direction – If the accident happened at an intersection, check the Intersection box or if the accident was not at an intersection, you can enter in the distance from a nearby street (the intersecting street or nearby street should be entered in the **Street at Intersection or Distance Measurements** box).

  - If an object was struck, enter the Object Struck description, repair cost, Object Owner Name, and Owner Address.

  - GPS information

Adding/Viewing a Visio Sketch

If you have Microsoft Visio on your computer, you can click the radio button labeled **View/Enter Visio Sketch**. The Visio application will be brought up. If you do not already have a sketch attached to this accident, you will see a blank sketch template; otherwise, the sketch associated with this accident will be brought up. The system will give the sketch a name matching the accident number. For example, the sketch associated with accident D02-000001, would be named D02-000001.vsd and would be saved in your main IBR_Plus data directory in a directory called Laptop.

** NOTE ** To use this feature, you must have Microsoft Visio 2002 or later installed on your workstation. This is a Microsoft application that is sold and installed separate from IBR_Plus. DaProSystems cannot troubleshoot the Visio software.

Figure 130 Microsoft Visio application

Entering DMV Condition or Report Information

Click the radio button labeled **View/Enter DMV Condition Information (Boxes 1-8) And/Or Report Information**. The Traffic Accident DMV Condition screen will appear.

Figure 131 DMV Condition and Report Information screen.

You can enter accident and road condition information corresponding to the state DMV forms on this screen. You can also enter report information on this screen including Date Entered, Officer, Reporting Agency, ORI, Reviewing Officer, and Date Filed. Reporting Agency and ORI will automatically default to your agency's information but can be manually changed on this screen if needed. Press the **Exit** button to return to the main accident screen.

** NOTE ** The numbers in the labels on this screen and all others in the Accident module correspond to the State DMV form boxes (Form 300P).

Entering Vehicle Information
From the main Traffic Accident screen, click the tab labeled **Vehicles**. To add a vehicle, press the **Add** button. The Traffic Accident Vehicle screen will appear.

Figure 132 Accident Vehicle screen.

The system will automatically assign a vehicle number to the new vehicle. The vehicle number will consist of the accident number plus a three digit incremental number corresponding to the vehicle. For example, D01-000003-001 for the first vehicle added to accident D01-000003.

On this screen, you can enter vehicle information such as make, year, repair cost, license number, license state, and insurance. You can indicate whether the driver was the owner of the automobile, if it was a CMZ or Hazmat, offense charges associated with this vehicle, speed limits, points of impact, and information from the state DMV forms. If the offense charge you want to use in not in the charge drop down list, you can type in a different charge number and charge description.

Entering CMV and EMT Information

To enter Commercial Vehicle or Emergency Vehicle information, from the main Vehicle screen click on the option button labeled **Enter CMV and EMT Information**. The CMV and EMV screen will appear.

Figure 133 CMV and EMV Information

On this screen you can enter any applicable information regarding emergency or commercial vehicle information.

Entering Drivers and Owners

To enter driver or owner information, click on the appropriate tab and click **Add**. The Accident Name screen will appear.

Figure 134 Accident Name screen.

The system will automatically create a number for that person. The number will have the accident number followed by a dash and a letter designating what type of person was entered, another dash, and then a 3 digit sequential number. The letter will be **D** if the person is a driver, **O** if the person is entered as a vehicle owner, **C** if the person is an injured occupant, **P** if the person is an injured pedestrian, or **I** if there is a person who is injured but is neither a vehicle owner, driver, occupant or pedestrian.   See the next section for information on entering injured persons including occupants and pedestrians.

Check the vehicle number for which the person is an owner or driver. If the vehicle number is higher than ten, enter the number in the box next to Other Veh#. Enter the name in **last name,first name** format.

** NOTE ** The accident module is **not** linked to the Master Name file. Enter names in a consistent format to allow for easier and more accurate accident searches.

You can enter in the date of birth of the person and the age will automatically be calculated for you (you may modify the age manually if you wish). State DMV fields regarding position in/on vehicle, safety equipment used, air bag inforamtion, ejection from vehicle, injury type and pedestrian actions are included. You can also enter:

- Address, city, state, and zip (including 4 digit zip code extension)

- Operating license number, OL state, and DL and CDL indications

- Date of death

Entering Information if Driver is Also Owner

If the driver of the vehicle is also the owner of the vehicle, you can indicate this on the by checking the **Driver is Owner** button on the applicable vehicle screen. If the driver is also the owner of the vehicle, just check that box but do not reenter the driver's informaiton on the owner tab.

Entering Injured Persons, Pedestrians, and Occupants

To enter information about injured persons including pedestrians and occupants, click on the tab labeled **Inj/Ped/Occup**.

Figure 135 Main accident screen showing Inj/Ped/Occup tab.

Click the appropriate radio button indicating whether you are entering an injured pedestrian, occupant, or other classification of injured person and then click **Add**. The Accident Name screen will appear allowing you to enter the appropriate information. Check the appropriate vehicle if they are an occupant, check **Pedest** if they are a pedestrian, and check **Other (Non Veh)** for other injured persons. For more information on this screen, see the above section titled **Entering Driver and Owners**.

Entering an Accident Description

To enter a narrative description for the accident, click the tab labeled **Description.**

Figure 136 Main accident screen with Description tab activated.

To enter a new accident description or to edit an existing accident description, click the **Edit** button. The text box will become enabled, allowing you to type in the description. If you wish to spell check the item, click the appropriate button. As in other IBR_Plus modules, the spell check button with the picture (ABC) will **not** check spelling of words with all capitalized letters. The **Spell** button without the pictures, will check spelling of words with all capitalized letters. Click **Save** when you are done.

Searching Traffic Accident Records

You can search for an existing accident by number, date/time ranges, operator license number, or name. The search screen can be accessed by pressing the button labeled **Search** from the Traffic Accident menu.

Figure 137 Traffic Accident Search screen

Searching by Accident Number
To search by accident number:

- Enter in an accident number into the **Accident Number** box

- Press the **Search** button.

Accidents starting with that number and higher numbers will be shown in the box at the bottom of the screen. Click on the appropriate accident in the box to view the details of that record. If you do not see the accident number that you are looking for, you can click on the line labeled **** View More Records **** if it is available.

Searching by Date/Time Range
To search for an accident within a specific date/time range:

- Enter in a beginning date and/or ending date

- Press the **Search** button

Accidents occurring within that date range will be shown in the box at the bottom of the screen. Click on the appropriate accident in the box to view the details of that record. If you do not see the accident number that you are looking for, you can click on the line labeled **** View More Records **** if it is available.

Searching by Operator License Number

To search for an accident involving a specific OL number:

- Enter in an OL number

- Press the **Search** button

Accidents involving that OL number and higher will be shown in the box at the bottom of the screen. Click on the appropriate accident in the box to view the details of that record. If you do not see the accident number that you are looking for, you can click on the line labeled **** View More Records **** if it is available.

Searching by Name

To search by name:

- Enter in the last name or first few letters of the last name in the box labeled. Do **not** use any wildcard characters (such as the asterisk *).

- Press the **Search** button.

People with accident involvement whose last name starts with those letters and continuing through to the end of that letter will be displayed in the box at the bottom of the screen. For example, a search for **Ada** will list all people with a last name starting with **Ada** through **Az.**   If you do not see the person you are looking for, you can click on the line labeled **** View More Records **** if it is available. Click on any accident in the box to view its details.

Viewing an Existing Traffic Accident

If you know the accident number of an existing accident you want to view, you can type that number into the **Accident Number** box on the Traffic Accident menu screen and then press **View**.

If you have just completed a search, simply click on the desired record in the search result box to view the details.

Printing a Traffic Accident

To print an accident record:

- Type in the appropriate accident number into the **Accident Number** box on the Accident menu screen (or if you have just finished viewing or entering

that accident, the number should already be displayed in the **Accident Number** box).

- Press the **Print** button.

A printed Accident report will be sent to your default printer. The printed report will be in the Virginia FR300 format (updated version from January 2004). If you have a long narrative, the additional portion of the narrative will be printed on a second page automatically, per DMV instructions. If you have a Microsoft Visio Accident diagram associated with that accident, it will also print on a separate sheet of paper.

Deleting an Accident Record

To delete an accident:

- Type in the appropriate accident number into the **Accident Number** box on the accident menu screen (or if you have just finished viewing or entering that permit, the number should already be displayed in the **File Number** box).

- Press the **Delete** button.

- A confirmation box will appear asking you to confirm that you want to delete that Accident Number. If you do, press **Yes**. If you do not want to delete that record or have typed in the wrong number, press **No**.

- Message boxes will appear informing you that various portions of the accident record have been deleted. Press **OK.** When all details of the accident record have been deleted, you will receive a message informing you of this; press **OK**.

- Individual vehicles, drivers, owners, injured people, pedestrians, and occupants can be deleted by going to the appropriate tab on the main Accident screen, highlighting the item you wish to delete, and then clicking the **Delete** button.

Exiting the Traffic Accident Screen

- Click on the **File** menu in the top left corner.

- Choose **Exit**.

Or:

- Click the **Exit** button in the top left corner.

Chapter

12

North Carolina Traffic Accident

How to enter Traffic Accident information.

T he Traffic Accident module is used to enter information required for the state DMV regarding vehicular accidents. Information can be entered pertaining to vehicles, drivers, occupants, owners, pedestrians and witnesses as well as descriptive information regarding the accident details.

The Traffic Accident screen can be accessed by the following sequence of steps:

- Login to the **IBR_Utilities** program

- Select **Accident/DMV**

The Traffic Accident entry screen will appear.
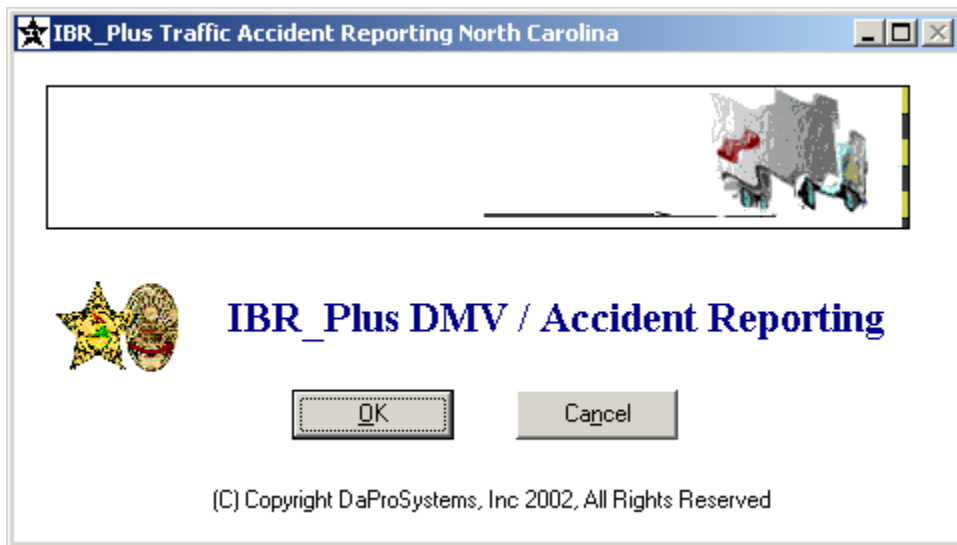
Figure 138 Traffic Accident Entry screen

Traffic Accident Menu

Upon entering the Traffic Accident screen, you have the option of searching for records, viewing existing records, adding new records, printing a record, and deleting a record.
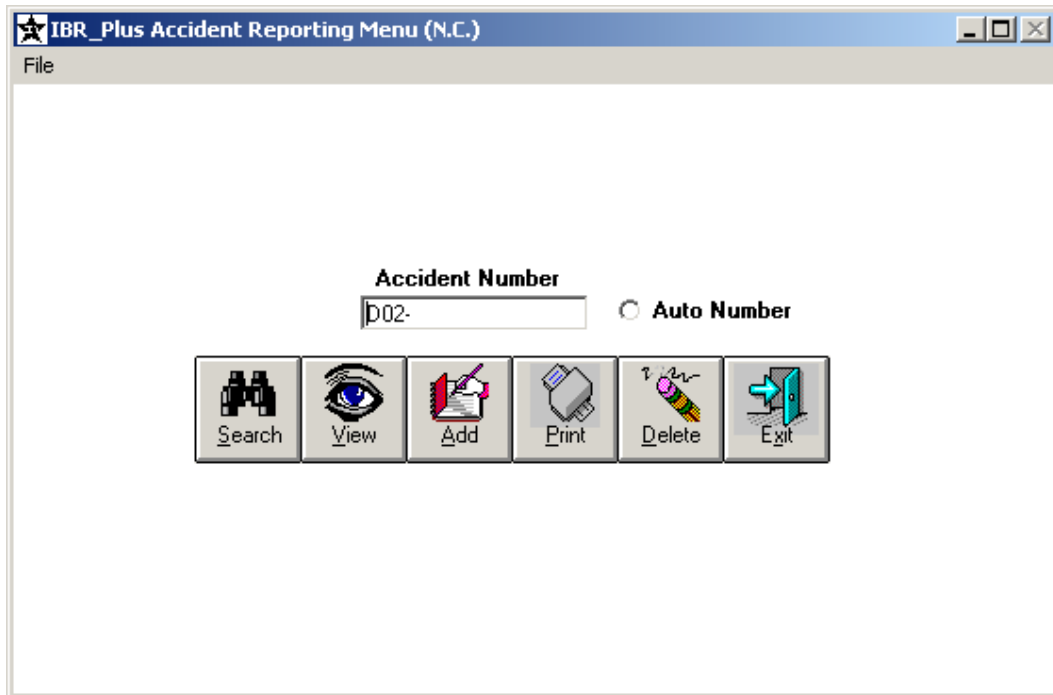
Figure 139 Traffic Accident menu options

Adding a New Accident Record

To add a new Traffic Accident record, enter an accident number manually or click the

Manual vs. Auto Numbering It is important that your agency choose only one method: manually numbering the records or auto-numbering them. A combination of both should not be used.

Auto Number radio button to have the system generate an accident number for you (see the note at left regarding manual versus auto-numbering). Press **Add**. This will bring you to the main accident screen. Accident numbers follow this numbering convention: *Dyy-######* where *yy* is the last two digits of the accident year and ###### is a six digit incremental number.

Incrementing the Auto-Number feature to a New Year

After you have completed entering all of the accident records for a particular year, you can reset the auto-number feature to start with *Dyy-000001* where *yy* is the last two digits of the next year. To do this, from the Traffic Accident menu options screen, select the **File** menu at the top of the screen and choose **Increment Auto-Number Year**.

Resetting the Auto-Number Year and/or Number

You can reset the auto-number year and number . To do this, from the Traffic Accident menu options screen, select the **File** menu at the top of the screen and choose **Reset Auto-Number Year and Accident Number**.

Initial Setup of Auto-Number Year

If you wish to use the auto-number feature, you will have to complete an initial setup of the year to use. To do this, from the Traffic Accident menu options screen, select the **File** menu at the top of the screen and choose **Initial Setup of Auto-Number Year**. A text box will open where you will enter a four digit year and another box will be available to enter the accident number with which to start. Press **Continue** when you have entered the year. New auto-numbered accidents will start at the designated accident number for the year entered. For example, if you entered 2002 and 37, the first auto-number accident will have an accident number of D02-000037.

Figure 140 Main Traffic Accident screen.

At this point you are ready to enter the details of the accident.

- Enter in the Date and Time of the accident. The day of week will automatically be filled in by the system.

- Complete as much of the following information as you have available:

  - County of accident

  - Milepost number

  - Railroad crossing ID

  - Location information

  - Latitude/Longitude/Altitude

  - Number of Vehicles.

Adding/Viewing a Visio Sketch

If you have Microsoft Visio on your computer, you can click the radio button labeled **View/Enter Visio Sketch**. The Visio application will be brought up. If you do not already have a sketch attached to this accident, you will see a blank sketch template; otherwise, the sketch associated with this accident will be brought up. The system will give the sketch a name matching the accident number. For example, the sketch associated with accident D02-000001, would be named D02-000001.vsd and would be saved in your main IBR_Plus data directory in a directory called Laptop.

** NOTE ** To use this feature, you must have Microsoft Visio 2002 or later installed on your workstation. This is a Microsoft application that is sold and installed separate from IBR_Plus. DaProSystems cannot troubleshoot the Visio software.

Figure Microsoft Visio application

Entering DMV Condition or Report Information

Click the radio button labeled **View/Enter DMV Condition Information And/Or Report Information**. The Traffic Accident DMV Condition screen will appear.

Figure 141 DMV Condition and Report Information screen.

You can enter accident and road condition information corresponding to the state DMV forms on this screen. You can also enter report information on this screen including Officer, Badge Number, Rank, Department, and Date of Report. Press the **Exit** button to return to the main accident screen.

** NOTE ** The numbers in the labels on this screen and all others in the Accident module correspond to the State DMV form boxes (Form 300P).

Entering Roadway or Property Damage Information

Click the radio button labeled **View/Enter Roadway or Property Damage Information (Boxes 1-8) And/Or Report Information**. The Traffic Accident Roadway and Property Damage screen will appear.

Entering Unit Information

From the main Traffic Accident screen, click the tab labeled **Units**. To add a unit, press the **Add** button. A Unit can be a vehicle, pedestrian, hit and run vehicle, commercial vehicle, or other type of unit. The Traffic Accident Unit screen will appear.

** NOTE ** If you are entering a pedestrian, you must enter that pedestrian as a Unit and as a Pedestrian on the **Wit/Ped/Occup** tab.

Figure 142 Accident Unit screen.

The system will automatically assign a unit number to the new unit. The unit number will consist of the accident number plus a one letter unit type designation and a three digit incremental number corresponding to the unit. For example, D02-000001-V-001 for the first unit added to accident D01-000003. In this example, the unit was a vehicle. The unit types are:

- V – Vehicle

- P – Pedestrian

- C- Commercial Vehicle

- H – Hit and Run

- T - Other

On this screen, you can enter vehicle information such as make, year, repair cost, license number, license state, and insurance. You can enter descriptive information for Other

unit types, enter damage information, insurance information, and other information required from the state DMV form.

From this screen you can access other screens to enter points of contact and speed information, additional unit information, or commercial vehicle/trailer info by clicking on the appropriate option at the bottom of the screen.

If you are entering a Pedestrian, you will see a different Unit screen.

Figure 143 Pedestrian Unit screen.

Entering Points of Contact/Speed Information

To enter points of contact and speed information, click on option labeled **View/Add Points of Initial Contact and Speed Information**. The Points of Contact/Speed screen will appear.

Figure 144 Points of Initial Contact and Speed Information screen

Click on the correct unit type at the top of the screen to open the appropriate check boxes and diagram below. Check any points of contact and fill in the speed information at the bottom of the screen. Click the Exit button to exit from this screen.

Entering Additional Unit Information

To enter additional unit information, click on option labeled **View/Add Additional Unit Information** on the main unit or pedestrian screen. The Additional Unit screen will appear.

Figure 145 Additional Unit Information screen

Entering Commercial Vehicle/Trailer Information

To enter commercial vehicle or trailer information, click on option labeled **View/Add Commercial Vehicle/Trailer Information** on the main unit screen. The Commercial Vehicle/Trailer screen will appear.

Figure 146 Commercial Vehicle/Trailer screen

Entering Drivers and Owners

To enter driver or owner information, from the main accident screen, click on the appropriate tab and click **Add**. The Accident Name screen will appear.

Figure 147 Accident Name screen.

The system will automatically create a number for that person. The number will have the accident number followed by a dash and a letter designating what type of person was entered, another dash, and then a 3 digit sequential number. The letter will be **D** if the person is a driver, **O** if the person is entered as a vehicle owner, **C** if the person is an injured occupant, **P** if the person is an injured pedestrian, or **W** if the person is a witness. See the next section for information on occupants, witnesses and pedestrians.

Check the vehicle number for which the person is an owner or driver. If the vehicle number is higher than ten, enter the number in the box next to Other Veh#. Enter the name in **last name,first name** format. You can also enter a business name if applicable.

** NOTE ** The accident module is **not** linked to the Master Name file. Enter names in a consistent format to allow for easier and more accurate accident searches.

You can enter in the date of birth of the person and the age will automatically be calculated for you (you may modify the age manually if you wish. You can also enter:

- Address, city, state, zip (including 4 digit zip code extension), and work and home phone numbers

- Operating license number, expiration date, OL state, and Government and CDL indications

- Indications if the address is the same as the driver, the same as on the license, and if the driver is the owner of the vehicle

- Offense charge and citation information

- EMS information

Entering Information if Driver is Also Owner
If the driver of the vehicle is also the owner of the vehicle, you can transfer the driver's information to the Owner's tab without re-entering the data. On the Driver tab, click to highlight the appropriate driver's name and then click the button labeled **Make Driver Owner**. You will receive confirmation that the information has been copied. When you click on the Owner tab, you will now see that driver listed.

Entering Injured Persons, Pedestrians, and Occupants
To enter information about injured persons including pedestrians and occupants, click on the tab labeled **Inj/Ped/Occup**.

Figure 148 Main accident screen showing Inj/Ped/Occup tab.

Click the appropriate radio button indicating whether you are entering an injured pedestrian, occupant, or other classification of injured person and then click **Add**. The Accident Name screen will appear allowing you to enter the appropriate information. Check the appropriate vehicle if they are an occupant, check **Pedest** if they are a pedestrian, and check **Other (Non Veh)** for other injured persons. For more information on this screen, see the above section titled **Entering Driver and Owners**.

Entering Additional Name Information

To enter additional information about the person, from the name screen, click the option labeled **View/Add Additional Person Information**.

Figure 149 Additional Person Information screen

Entering an Accident Description

To enter a narrative description for the accident, click the tab labeled **Description.**

Figure 150 Main accident screen with Description tab activated.

To enter a new accident description or to edit an existing accident description, click the **Edit** button. The text box will become enabled, allowing you to type in the description. If you wish to spell check the item, click the appropriate button. As in other IBR_Plus modules, the spell check button with the picture (ABC) will **not** check spelling of words with all capitalized letters. The **Spell** button without the pictures, will check spelling of words with all capitalized letters. Click **Save** when you are done.

Searching Traffic Accident Records

You can search for an existing accident by number, date/time ranges, operator license number, or name. The search screen can be accessed by pressing the button labeled **Search** from the Traffic Accident menu.

Figure 151 Traffic Accident Search screen

Searching by Accident Number
To search by accident number:

- Enter in an accident number into the **Accident Number** box

- Press the **Search** button.

Accidents starting with that number and higher numbers will be shown in the box at the bottom of the screen. Click on the appropriate accident in the box to view the details of that record. If you do not see the accident number that you are looking for, you can click on the line labeled **** View More Records **** if it is available.

Searching by Date/Time Range
To search for an accident within a specific date/time range:

- Enter in a beginning date and/or ending date

- Press the **Search** button

Accidents occurring within that date range will be shown in the box at the bottom of the screen. Click on the appropriate accident in the box to view the details of that record. If you do not see the accident number that you are looking for, you can click on the line labeled **** View More Records **** if it is available.

Searching by Operator License Number

To search for an accident involving a specific OL number:

- Enter in an OL number

- Press the **Search** button

Accidents involving that OL number and higher will be shown in the box at the bottom of the screen. Click on the appropriate accident in the box to view the details of that record. If you do not see the accident number that you are looking for, you can click on the line labeled **** View More Records **** if it is available.

Searching by Name

To search by name:

- Enter in the last name or first few letters of the last name in the box labeled. Do **not** use any wildcard characters (such as the asterisk *).

- Press the **Search** button.

People with accident involvement whose last name starts with those letters and continuing through to the end of that letter will be displayed in the box at the bottom of the screen. For example, a search for **Ada** will list all people with a last name starting with **Ada** through **Az.** If you do not see the person you are looking for, you can click on the line labeled **** View More Records **** if it is available. Click on any accident in the box to view its details.

Viewing an Existing Traffic Accident

If you know the accident number of an existing accident you want to view, you can type that number into the **Accident Number** box on the Traffic Accident menu screen and then press **View**.

If you have just completed a search, simply click on the desired record in the search result box to view the details.

Printing a Traffic Accident

To print an accident record:

- Type in the appropriate accident number into the **Accident Number** box on the Accident menu screen (or if you have just finished viewing or entering

that accident, the number should already be displayed in the **Accident Number** box).

- Press the **Print** button.

A printed Accident report will be sent to your default printer.

Deleting an Accident Record

To delete an accident:

- Type in the appropriate accident number into the **Accident Number** box on the accident menu screen (or if you have just finished viewing or entering that permit, the number should already be displayed in the **File Number** box).

- Press the **Delete** button.

- A confirmation box will appear asking you to confirm that you want to delete that Accident Number. If you do, press **Yes**. If you do not want to delete

- Individual vehicles, drivers, owners, injured people, pedestrians, and occupants can be deleted by going to the appropriate tab on the main Accident screen, highlighting the item you wish to delete, and then clicking the **Delete** button.

Exiting the Traffic Accident Screen

- Click on the **File** menu in the top left corner.

- Choose **Exit**.

Or:

- Click the **Exit** button in the top left corner.

Chapter

13

IBR_Utilities Program

How to use the IBR_Utilities program

The IBR_Utilites program is a separate program from which you can process a number of administrative tasks, run ad-hoc reports, view CFS calls without logging on to the CAD system, and entering the Canteen Order System. Which options are available to you depend on which IBR_Plus modules you have purchased. You need appropriate permissions to access the IBR_Utilities program and to perform certain tasks within the program. To access the IBR_Utilities program:

- Click the desktop icon for **IBR_Utilities**

- Log-in with your IBR_Plus userid and password
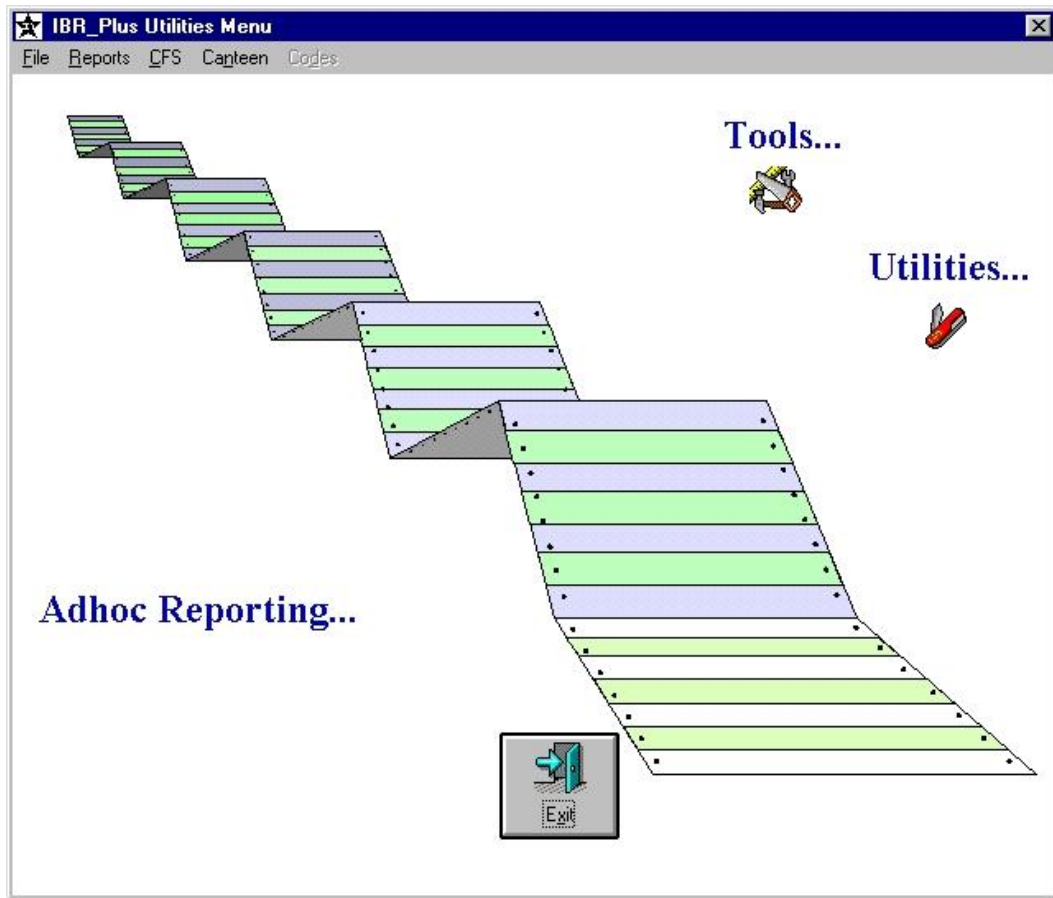
Figure 152 IBR_Utilities screen

Tasks and Modules Assessable from IBR_Utilities

The following tasks and modules are assessable from IBR_Utilities:

- Master Name merging and deletions (for more information see the section **Master Name File** in the **Introduction** chapter)

- Database Utilities

- Adhoc Reports

- Civil Reports

- Criminal Reports

- Maintenance of CFS Codes/Streets

- CFS Current Call Search

- CFS Call History Search

- Accident/DMV module

- Regional utilities (for use with regional interfaces)

- Code maintenance (General codes, Jail Codes, Jail Cells)

- Canteen Order System (for more information see the chapter titled **Canteen Order System**)

Database Utilities

To access the Database Utilities provided in IBR_Utilities:

- Go to the **File** menu

- Choose **Database Utilities**

- Choose a task from the menu (**Compact IBRCAD1, Compact Police9, Data Indexes, Check VCC Data, Update Charge Codes, Create Vine File**)

Reports

Running Adhoc Reports

Go to the IBR_Utilities Menu and choose **Reports**. Then choose **Adhoc Reports**. A text box will pop up with any adhoc Crystal Reports you have created listed in the box. To have your adhoc reports show up, they must have a name starting with the letter **A**, have a .rpt extension, and be stored in the **C:\Ibrplus** directory.
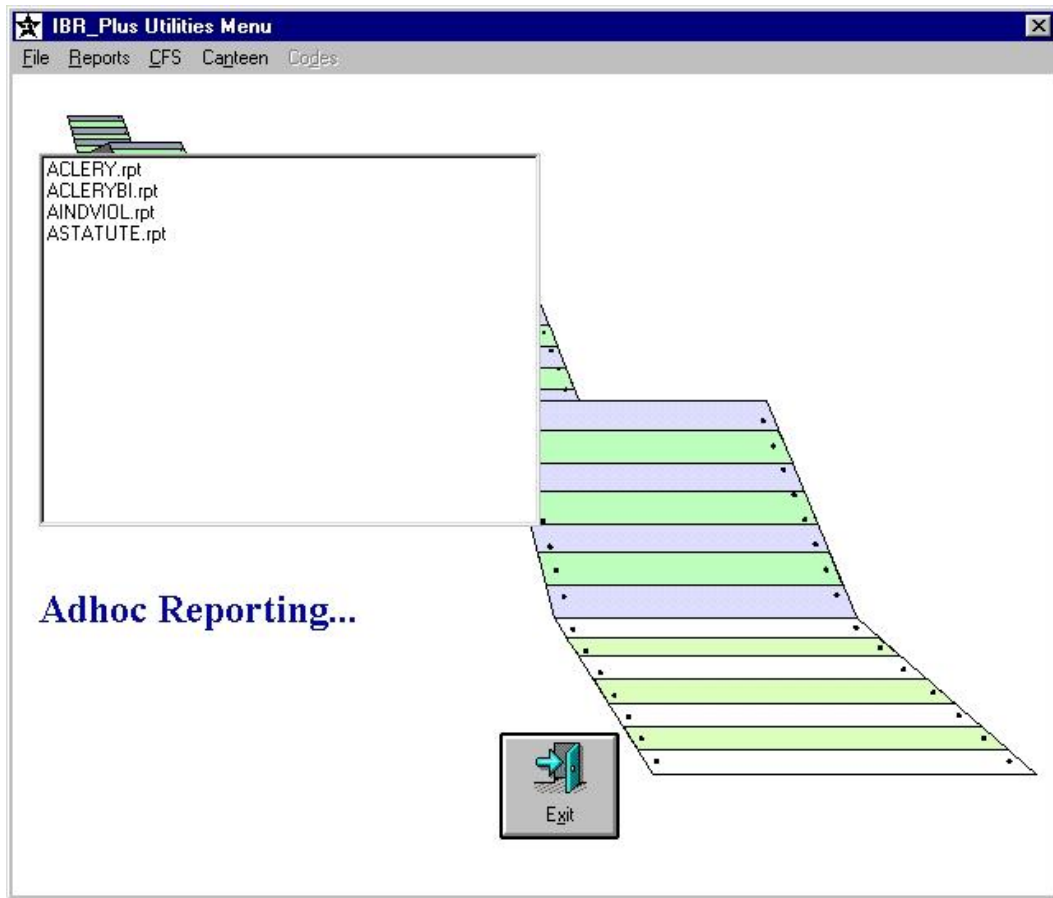
Figure 153 List of adhoc reports displayed in IBR_Utilities

Click on the report you wish to run. Another box will appear with a text box for you to pass any formulas to the report. You can also specify the number of copies (1-9) to run. Press the **Print** button when you are ready to run the report. A Crystal Reports window will appear with the specified report and data. You can print the report from this window, if you wish.

** NOTE ** DaProSystems **cannot** provide support for your adhoc reporting or instruction on how to use Crystal Reports. DaProSystems will only support reports created by DaProSystems and included with the IBR_Plus system.

Civil Reports
You can run various civil reports from the IBR_Utilities program. To access the civil reports, go to the IBR_Utilities Menu and choose **Reports**. Then choose **Civil Reports**. Choose the appropriate Civil report from the menu:

- Civil Papers Received (by FIPS)

- Civil Papers Served (Total)

- Civil Papers Served (by FIPS)

- Civil Papers Served (by Officer)

The IBR_Plus Report Control will appear where you can choose ranges, copies, and sort order where applicable.

Calls For Service Tasks

You can perform the following CFS tasks from the IBR_Utilities program:

- Maintain Codes/Streets

- Maintain Wreckers

- Search Current Calls

- Search Call History

Choose **CFS** from the IBR_Utilities menu and then choose the task you wish to perform. Using the IBR_Utilities program to search for CAD information without being logged into CAD is less intrusive and provides better system performance. See the **Computer Aided Dispatching** chapter for more information on these tasks.

Jail Maintenance Tasks

You can maintain Jail Codes and Jail Cells from the IBR_Utilities program.

Maintaining Jail Codes

From the IBR_Utilities menu, choose **Codes** and then choose **Jail Codes**. The Jail Codes maintenance screen will appear.

Figure 154 Jail Codes screen

To add a Jail Code, select the **Type** of code from the drop-down box in the top-left corner of the screen. Enter a Code in the **Code** box and then enter a **Description**. Press the **Add** button.

** NOTE ** Do not reuse old code numbers as this will affect old records tied to the original code.

To modify a Jail code, select the **Type** of code from the drop-down box in the top-left corner of the screen. Select the code you wish to modify from the list in the middle of the screen. Enter the appropriate changes in the **Code** and **Description** box at the bottom of the screen. Press the **Modify** button to save your changes.

To delete a Jail code, select the **Type** of code from the drop-down box in the top-left corner of the screen. Select the code you wish to delete from the list in the middle of the screen. The code information should appear in the **Code** and **Description** box at the bottom of the screen. Press the **Delete** button to delete the code.

To print a list of codes associate with a Jail Code type, select the **Type** of code from the drop-down box in the top-left corner of the screen. Press the **Print** button. You will receive a prompt confirming that you wish to print the entire table. Press **Yes** to continue. A print-out of that code type will be sent to your default printer.

Press **Exit** to exit the Jail Code maintenance screen.

Maintaining Jail Cells

From the IBR_Utilities menu, choose **Codes** and then choose **Jail Cells**. The Jail Cells maintenance screen will appear.

Figure 155 Jail Cells maintenance screen

Select the **Type** of cell to maintain from the type list in the top-left corner of the screen.

To add a cell or area, select the appropriate type and then enter the appropriate information. You can enter:

- Descriptions

- Sex

- Grid location

- Floor and description

- Security level

- Bed information (maximum capacity, bed counts)

- Smoking preference

After entering the appropriate information, press the **Add** button.

To modify an existing cell or area, select the **Type** of cell to modify from the type list in the top-left corner of the screen. Select the particular cell or area from the **Description** list. Modify the appropriate information, and then press **Modify**.

To delete an existing cell or area, select the **Type** of cell to modify from the type list in the top-left corner of the screen. Select the particular cell or area from the **Description** list. Press the **Delete** button.

Press **Exit** to exit from the Jail Cell Maintenance screen.

Chapter

14

Canteen Order System

How to process canteen orders

T he Canteen Order System can be accessed through the following sequence of steps:

- Run the **IBR_Utilities** program

- Login and from the main menu, select **Canteen**

- Select **Post Transactions**

The Canteen Order Screen

Upon entering the Canteen order screen you will receive a prompt if you already have an existing order file. The message will ask you if have already sent the order to your canteen vendor and wish to start a new order file or if you wish to add to the existing order file which has not yet been sent to the canteen vendor. Click **Yes** if you wish to start a **new** order file (the existing file has already been sent to the canteen vendor) or click **No** if you wish to add to the existing file because you have not already sent the order in to the vendor.
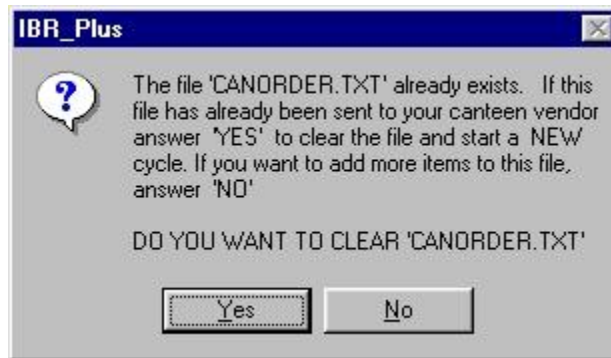
Figure 156 Canteen prompt asking if you wish to start a new or add to an existing order

Adding Canteen Orders
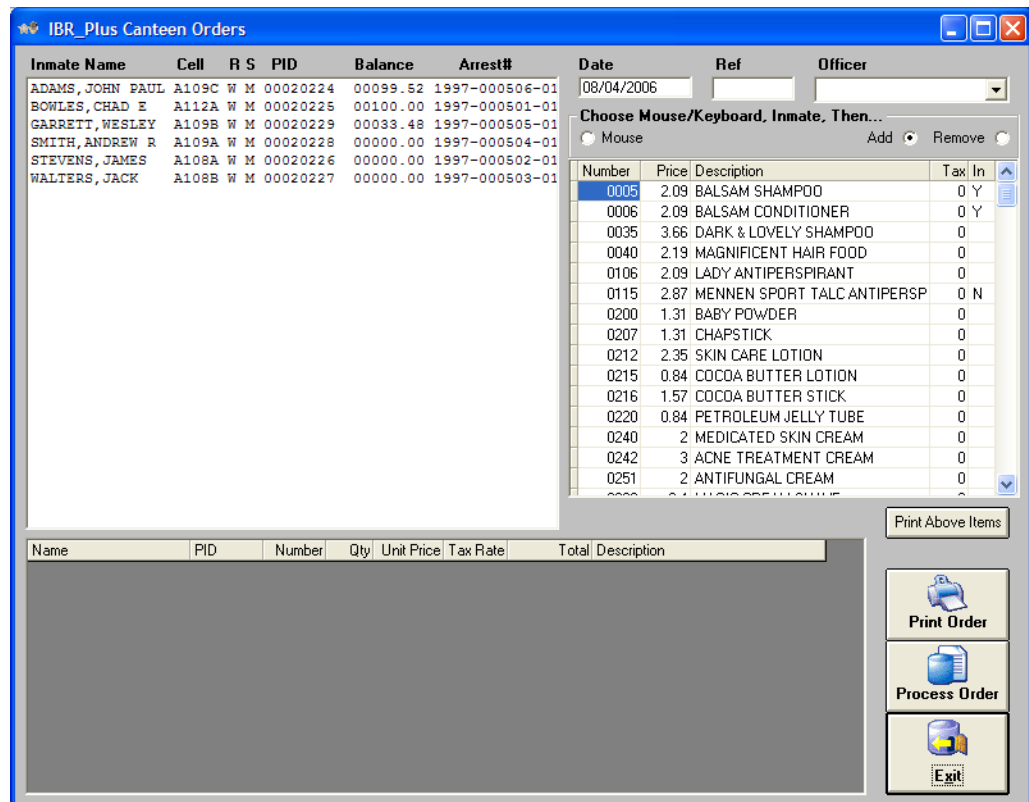
Figure 157 Canteen Orders screen

To add order information:

- Choose the officer who is processing the order from the **Officer** drop-down list in the top right corner of the screen

- If you wish to add a reference code to this order, enter it in the **Ref** box in the top right corner.

- To add order information, click on the appropriate inmate name that is ordering the items. The name will be highlighted. The system will automatically check the inmates current status and will warn you if the Inmate may be logged out, if he has a special diet, if the inmate is diabetic/heard disease or has other special flags.

- Choose whether you wish to enter quantities via mouse or keyboard (click the radio button to toggle between the two chooses)
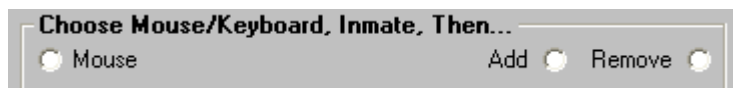
Figure 158 Mouse/Keyboard Option
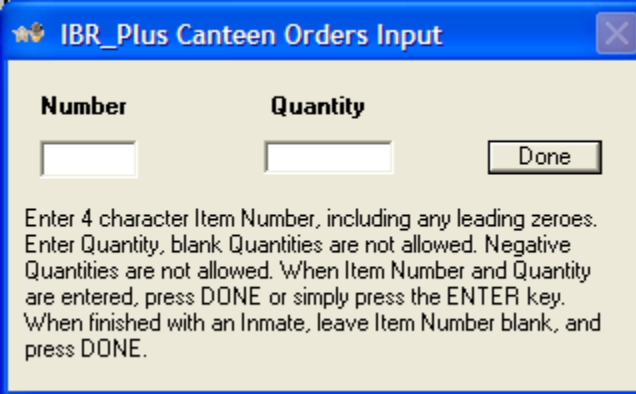
For Mouse Entry

- To place orders for this inmate, simply click the appropriate line in the canteen item list to the right of the inmate list. You can click anywhere on the item line to add that item to the order (the item will appear in the grid at the bottom of the screen along with the inmate name). To order more than one of the same item, simply continue to click the item in the canteen item list; each time you click the item, the **Qty** field in the order grid will increment. To remove an item from the list, click the **Remove Following** radio button and then click the appropriate item from the item list box. The **Qty** field in the order grid will decrement appropriately. **** NOTE **** To remove items for a previously entered inmate order, click on the inmate's name in the top left inmate list box to highlight it before clicking **Remove Following** and the item.   You can also add additional items to a previously entered inmate by highlight then inmate's name and then selecting the additional items. If you wish to change the quantity of an item, click on the appropriate inmate, then click in the quantity box of the item you wish to change. The box will change color and will be reset to zero. The extended price and the inmate's balance will be restored to the correct amount. You can enter a new quantity and press tab to recalculate that item and the inmate's balance.

For Keyboard Entry

- To place orders for this inmate, enter the appropriate item number and then the quantity desired for that inmate.   Press **Done**. ****NOTE**** To remove items for a previously entered inmate order, click on the inmate's name in the top left inmate list box to highlight it before clicking **Remove Following** and the item.   You can also add

additional items to a previously entered inmate by highlight then inmate's name and then selecting the additional items. If you wish to change the quantity of an item, click on the appropriate inmate, then click in the quantity box of the item you wish to change. The box will change color and will be reset to zero. The extended price and the inmate's balance will be restored to the correct amount. You can enter a new quantity and press tab to recalculate that item and the inmate's balance.

Figure 159 Keyboard Entry Method

- To add the order information to the canteen text file that you will send to the vendor, simply click **Process Order**. If you **Exit** without processing the order, the information you had entered during that session will not be written to the order text. Clicking **Process Order** will also clear the order list from the bottom of the screen so insure that you print the order information prior to processing the order if you wish to have a paper copy.

- When you have finished entering all the orders or if you wish to finish entering items at a later time, you can exit the screen by pressing the **Exit** button. **Insure that you first press Process Orders or else those orders currently listed will not be added to the canteen text file that you will send to the vendor.** You will receive a confirmation message prior to exiting to insure that you do wish to exit at that time.

** NOTE ** As you enter orders for each inmate, that inmate's fund balance will automatically decrement for each item purchased. This balance will be updated in the IBR_Plus Jail module if you process the order. If an inmate does not have sufficient funds to order an item, the system will notify you of that and the item will not be added to the order list.

Printing a Canteen Order

To print a canteen order, click the **Print Order** button. The Print Order button will only print those orders currently listed in the order list box at the bottom of the screen. Please note that after an order has been processed, you will not be able to print it again.

You may wish to print a listing for each inmate. To do this, simply enter all the items ordered for that inmate and click the **Print Order** button. After you have printed that order, click the **Process Order** button. This will add those items to the canteen order text file that you will send to the vendor and it will also clear out the order grid at the bottom of the screen allowing you to repeat the process for the next inmate.

Printing a Canteen Item List

To print a listing of all items that can be ordered from the canteen supply company, click the button labeled **Print All Items**.

Maintaining Canteen Vendor Items

You can maintain your canteen item list by choosing **Canteen** from the main IBR_Utilities menu and then choosing **Maintain Canteen Items.**

Modifying an Existing Item
You can modify an existing item by selecting and highlighting it in the item list in the top left corner of the window. The number, price, description, indigent indicator and tax will be filled in the boxes below the list. Enter your modifications and press the **Modify** button.

Deleting an Existing Item
You can delete an existing item by selecting and highlighting it in the item list in the top left corner of the window. The number, price, description, and tax will be filled in the boxes below the list. Press the **Delete** button.

Adding an Item
You can add an item by typing the appropriate information into the boxes below the item list and clicking the **Add** button.

** NOTE ** You can mark an item as Indigent by checking the **Indigent** checkbox when adding or modifying a canteen item. If a inmate with insufficient funds attempts to order an item marked as Indigent, you will receive a prompt stating **"Allow negative balance for this Indigent Item?"** Click **Yes** if you wish to allow the inmate to accrue a negative balance to order that item. Items that are not marked as Indigent will still receive

the message **"Sorry, fund balance less than cost of this item"** and they will not be able to order non-Indigent items if they do not have sufficient funds.
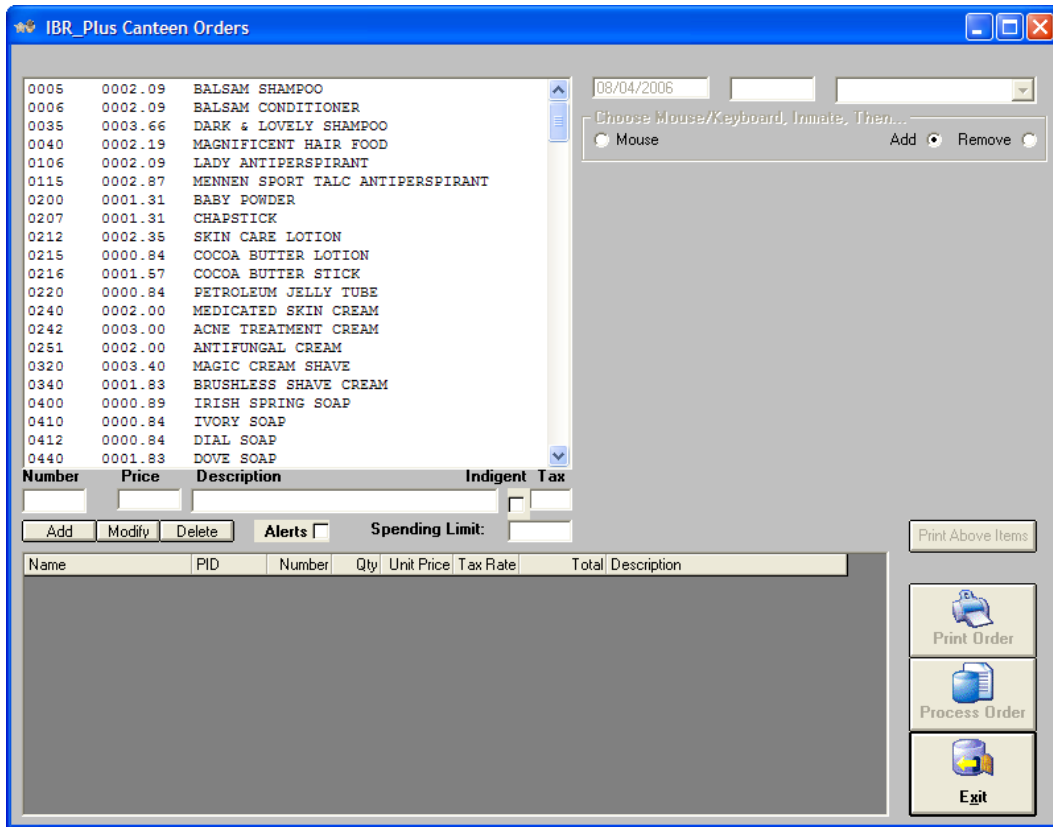
Figure 160 Canteen Item Maintenance screen.

Chapter

15

Case Management

How to manage and track cases

T he Case Management system can be accessed through the following sequence of steps:

- From the IBR_Plus Main Menu screen, select **Offense**

- Select **Incident Based Report**

- Select **Case**

The Case Management screen will appear.

** Note ** You must have Case Supervisor privileges, as well as view and modify rights on Incident Offense in order to utilize the Case Management features.
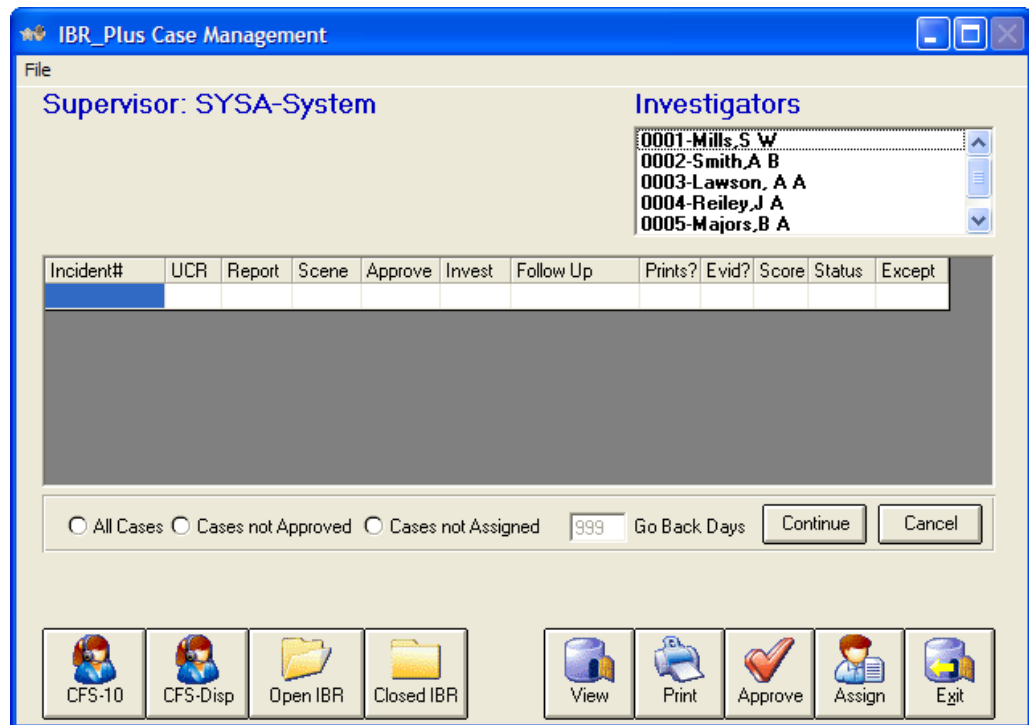
Figure 161 Case Management screen

Setting Case Management Parameters

You will need to do a one-time (per each case supervisor) set up to set what parameters you want the Case Management module to use for your userid. Select the **File** menu from the top of the Case Management screen.
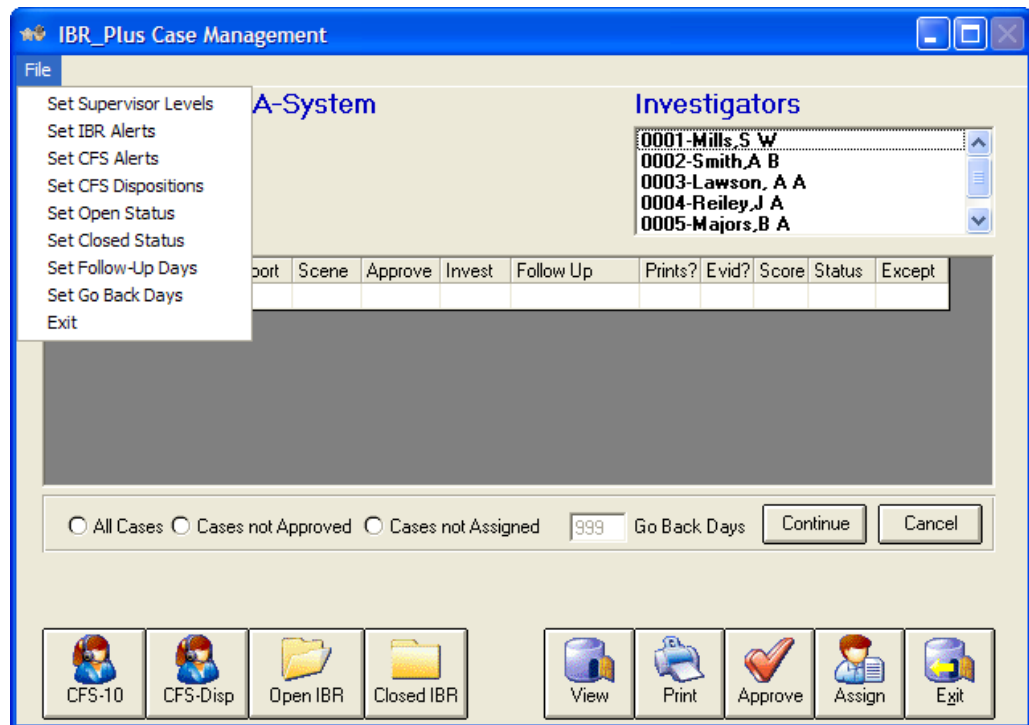
Figure 162 File menu listing for the Case Management screen

Setting Supervisor Levels

Supervisor Levels determine the investigators to whom you can assign cases through the Case Management module. To set supervisor levels, choose the **File** menu at the top of the screen and then choose **Set Supervisor Levels.**
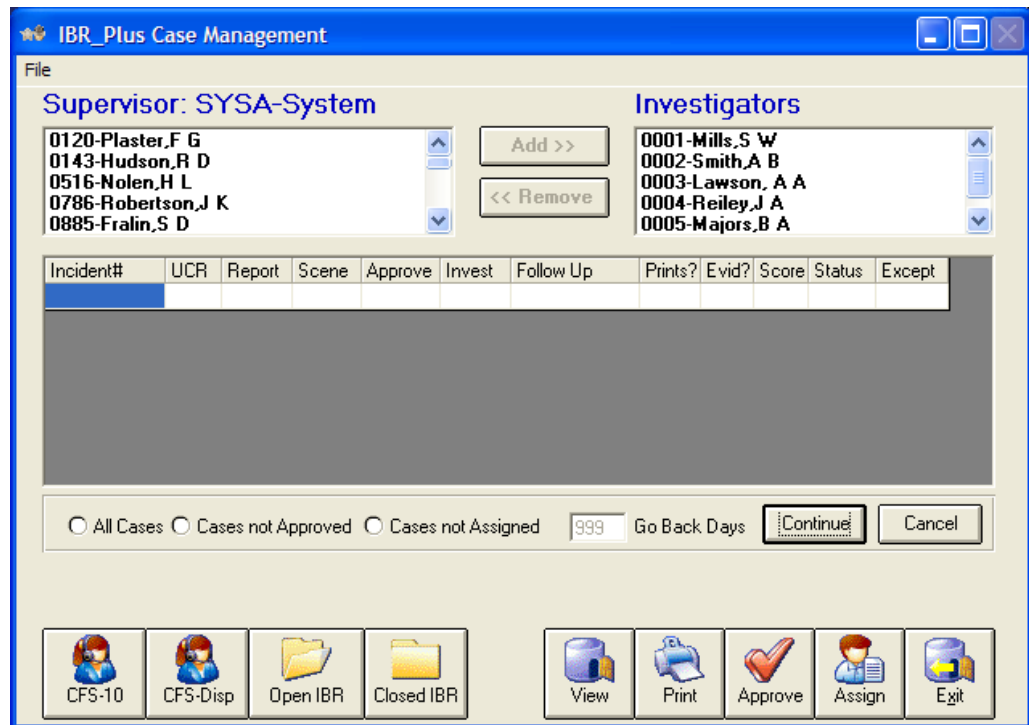
Figure 163 Set Supervisor Levels

Two list boxes will appear at the top of the screen; the list box on the left will show all of the officers in the IBR_Plus system (except any of those that you have already chosen to supervise) and the list box on the right will show the Investigators you have chosen to supervise. To add an officer to your investigator list, select the appropriate office from the list on the left. The button labeled **Add** will now be highlighted. Press the **Add** button and the selected officer will now move from the left list to the list on the right containing the investigators you supervise. To remove an investigator from the list, click on the name in the list on the right. The **Remove** button will now be highlighted; click this button to remove the investigator from your list. That officer name will again be listed in the general officer list on the left.

Setting IBR Alerts

IBR Alerts determine which IBR case types you will view through the Case Management module. To set IBR alerts, choose the **File** menu at the top of the screen and then choose **Set IBR Alerts.**
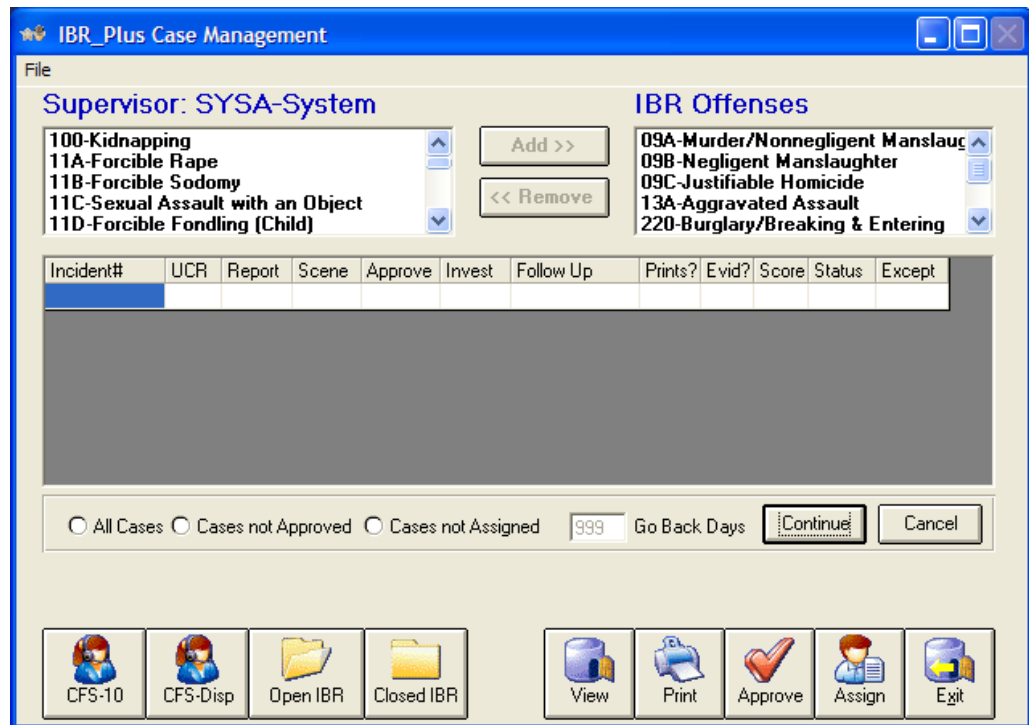
Figure 164 Set IBR Alerts

Two list boxes will appear at the top of the screen; the list box on the left will show all of the IBR codes in the IBR_Plus system (except any that you have already chosen to view) and the list box on the right will show the IBR codes you have chosen to view. To add a particular IBR code to your list, select the appropriate code from the list on the left. The button labeled **Add** will now be highlighted. Press the **Add** button and the selected code will now move from the left list to the list on the right containing the code you wish to view. To remove a code from the list, click on the code in the list on the right. The **Remove** button will now be highlighted; click this button to remove the code from your list. That code will again be listed in the general code list on the left.

Setting CFS Alerts

CFS Alerts determine which CFS call types you will view through the Case Management module. To set CFS alerts, choose the **File** menu at the top of the screen and then choose **Set CFS Alerts.**
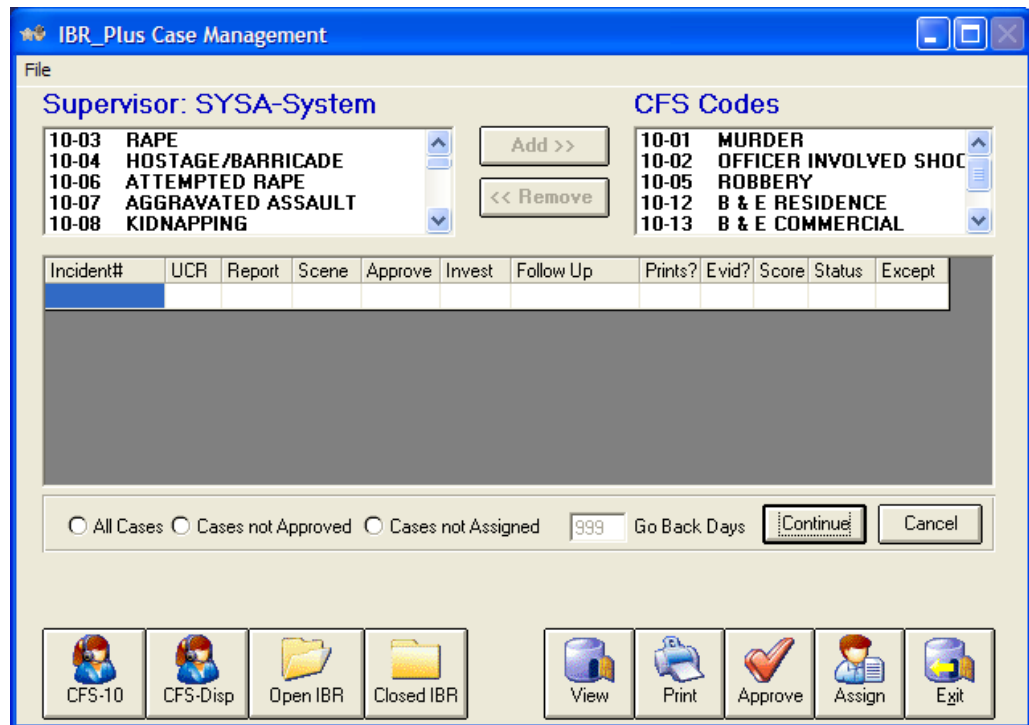
Figure 165 Set CFS Alerts

Two list boxes will appear at the top of the screen; the list box on the left will show all of the CFS codes in the IBR_Plus system (except any that you have already chosen to view) and the list box on the right will show the CFS codes you have chosen to view. To add a particular CFS code to your list, select the appropriate code from the list on the left. The button labeled **Add** will now be highlighted. Press the **Add** button and the selected code will now move from the left list to the list on the right containing the code you wish to view. To remove a code from the list, click on the code in the list on the right. The **Remove** button will now be highlighted; click this button to remove the code from your list. That code will again be listed in the general code list on the left.

Setting CFS Dispositions

CFS Dispositions determine which CFS disposition codes you will view through the Case Management module. To set CFS dispositions, choose the **File** menu at the top of the screen and choose **Set CFS Dispositions.**
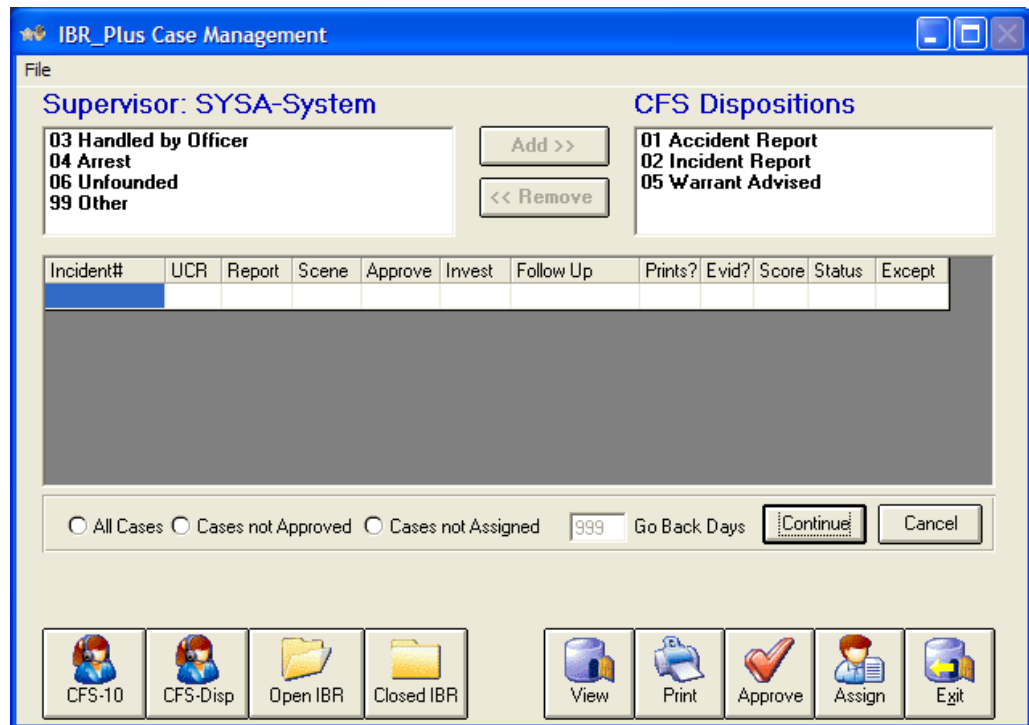
Figure 166 Set CFS Dispositions

Two list boxes will appear at the top of the screen; the list box on the left will show all of the CFS dispositions in the IBR_Plus system (except any that you have already chosen to view) and the list box on the right will show the CFS dispositions you have chosen to view. To add a particular CFS disposition to your list, select the appropriate disposition from the list on the left. The button labeled **Add** will now be highlighted. Press the **Add** button and the selected code will now move from the left list to the list on the right containing the code you wish to view. To remove a code from the list, click on the code in the list on the right. The **Remove** button will now be highlighted; click this button to remove the code from your list. That code will again be listed in the general code list on the left.

Setting Open and Closed Statuses
Open and Closed Status determine which cases you will view based on the open or the closed status. To set Open statuses, choose the **File** menu at the top of the screen and then choose **Set Open Status.** To set Closed statuses, choose the **File** menu at the top of the screen and then choose **Set Close Status.**
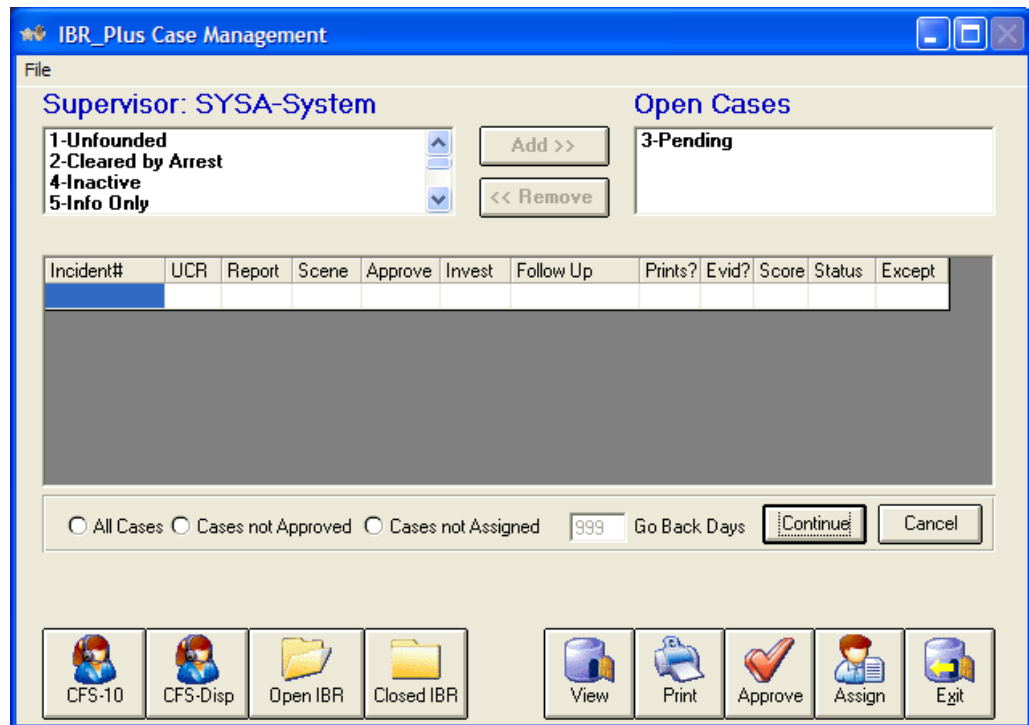
Figure 167 Set Open Status

Two list boxes will appear at the top of the screen; the list box on the left will show all of the Open or Closed codes in the IBR_Plus system (except any that you have already chosen to view) and the list box on the right will show the Open or Closed codes you have chosen to view. To add a particular code to your list, select the appropriate code from the list on the left. The button labeled **Add** will now be highlighted. Press the **Add** button and the selected code will now move from the left list to the list on the right containing the code you wish to view. To remove a code from the list, click on the code in the list on the right. The **Remove** button will now be highlighted; click this button to remove the code from your list. That code will again be listed in the general code list on the left.

Setting Follow-Up Days
The Follow-Up Days setting determines what the default number of Follow-Up Days is for the cases. To set Follow-Up days, choose the **File** menu at the top of the screen and then choose **Set Follow-Up Days.**

Figure 168 Set Follow-Up Days

A text box will appear in the top right corner of the screen. Enter the number of days you wish and then press the **Done** button when complete.

Setting Go Back Days

The Go Back Days setting determines what the default number of days to search against when searching for cases or calls. For example, if you set the Go Back Days setting to 60, the case management system will only return cases or calls that occurred within the last sixty days. To set Go Back days, choose the **File** menu at the top of the screen and then choose **Set Go Back Days.**
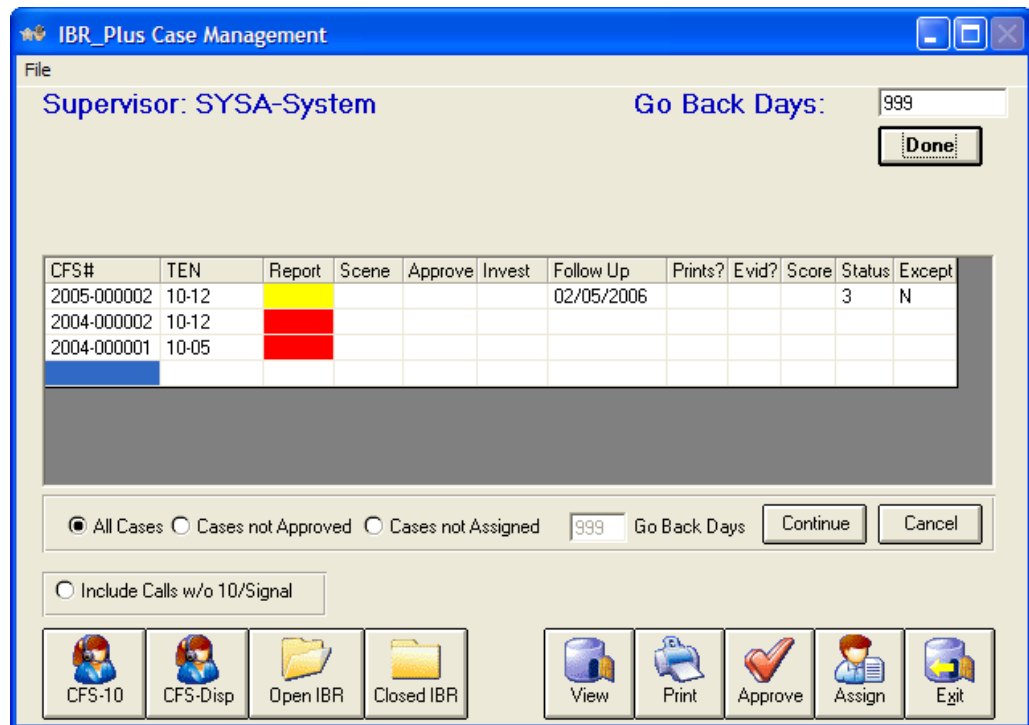
Figure 169 Set Go Back Days

A text box will appear in the top right corner of the screen. Enter the number of days you wish and then press the **Done** button when complete.

Viewing Cases

To view cases matching the criteria you have set, press the button at the bottom of the screen corresponding to the type of cases you wish to view (**CFS-10, CFS-Disp, Open IBR,** or **Closed IBR)**. The list of codes you have set for that type of case will be shown in a list box in the top right of the screen. If you wish to view only one type of code from the list, click on that code to highlight it; by default, all of the cases corresponding to the codes in the list will be shown.
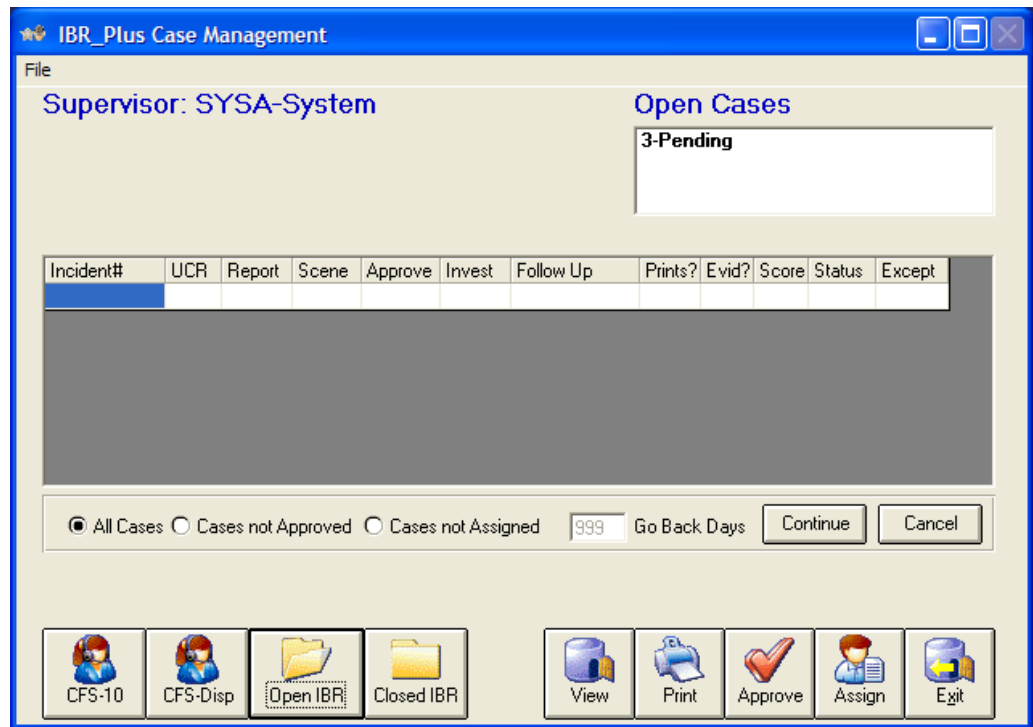
Figure 170 View Cases

In the middle of the screen, there are radio buttons that let you choose to have the system return **All Cases, Cases not Approved,** or **Cases Not** Assigned (when viewing IBR reports). Click the **Continue** button to find the specified cases. If you decide not to search with this criteria, you can press the **Cancel** button to return to the original criteria.
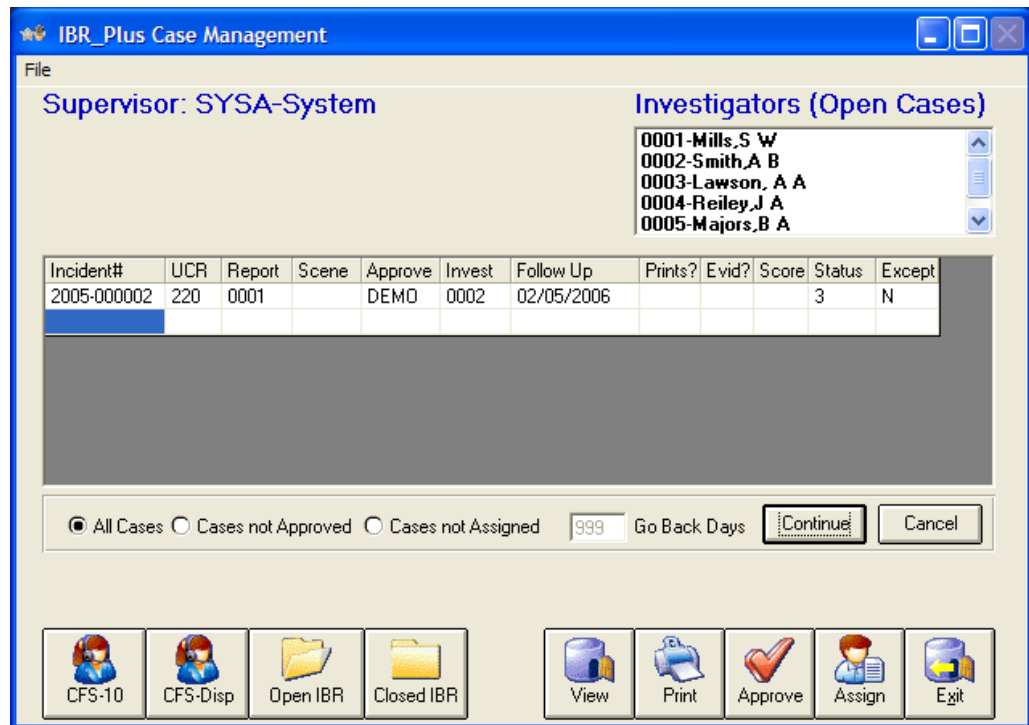
Figure 171 Case Listing

A listing of matching cases is shown in the data grid. The list in the top right screen now displays a listing of all of the investigators that you supervise. Cases with a past-due follow-up date will have the follow-up date highlighted in yellow.

Assigning Investigators to a Case

To assign an investigator to one of the displayed cases, click on the case number you wish to assign in the data grid. You will see that case number displayed on the screen. Click on the investigator's name in the list box to highlight that name.

Figure 172 Assigning a Case

Click the button labeled **Assign** and that investigator's number will now show up in the data grid under the **Invest** column.

Approving Cases

To approve a case, click on the case number you wish to assign in the data grid. You will see that case number displayed on the screen. Click the button labeled **Approve** and your identification number will now show up in the data grid under the **Approve** column.

Viewing Calls

To view a list of calls matching your criteria but select either the **CFS-10** button (to view calls that match your call type selection) or the **CFS-Disp** button (to view calls that match your disposition selections) and then pressing the **Continue** button. If you wish to also include calls without a call type on the specific call, prior to pressing the continue button, select the option labeled **Include calls w/o 10/Signal.** Any call that is found that does NOT have an associated IBR report, will have the Report box highlighted in red. Any call that is found that does have an IBR report but that does NOT have a reporting officer indicated on that report, will have the Report box highlighted in yellow.

Figure 173 CFS Listing

Viewing Case Details

To view the details of a particular case or call, click on the case number you wish to view and then click the **View** button. The case details will be displayed in the mobile viewer. Note that you can print this screen by clicking the **Print** button at the bottom of the Mobile Viewer. Press the **Exit** button to return to the Case Management screen.

Figure 174 Viewing Case Details in the Mobile Viewer

Printing the Case Management Listing

To print the current contents of the data grid, press the button labeled **Print** at the bottom of the screen.

Updating Follow-Up Date and Comments

To update the Follow-Up Dates and Comments for an IBR report, click on the Follow-Up field in the Case Management data grid. The Follow-Up information screen will appear. Enter any comment you wish to regarding the Follow-Up. To calculate the Follow-Up Date based on the Follow-Up parameters you have set, click the button labeled **Calculate Date *XX* Days From Today** where *XX* is the number of days you had specified when setting your parameters. The new date will appear in the date box.
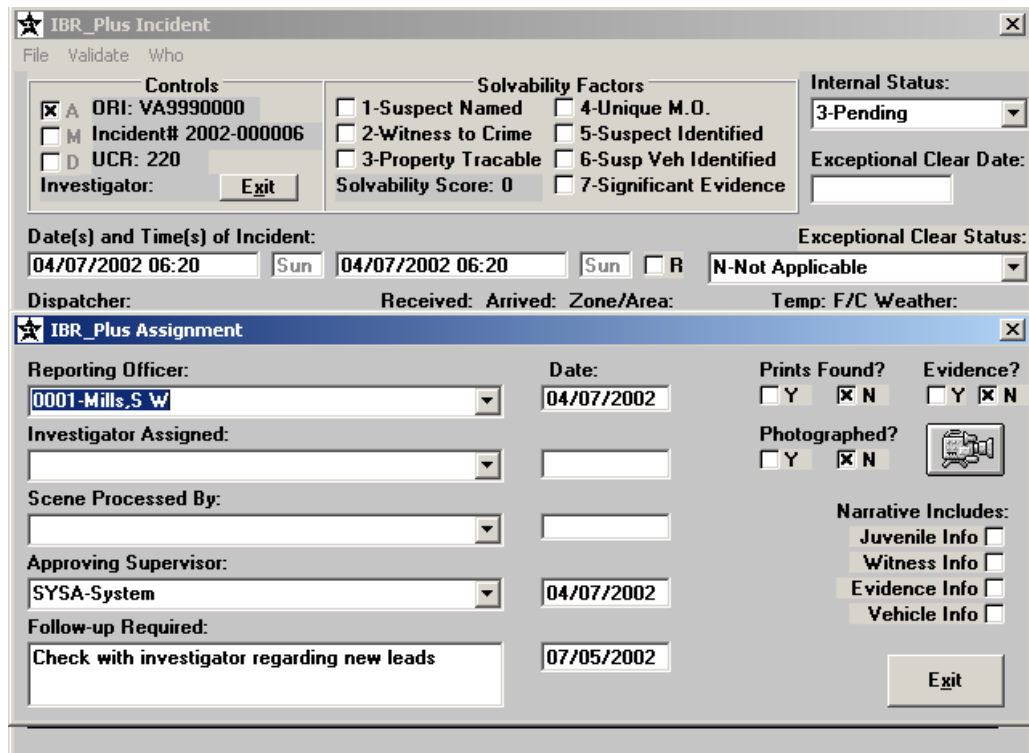
Figure 175 Follow-Up Details

When subsequently viewing cases through the case management module, any case that has a past-due follow up date will have the follow-up date field highlighted in yellow. To update the Follow-Up information for this case, press the button labeled **Update Follow Up**; otherwise, click the **Cancel** button. The incident will now reflect the new information on the **Assignment** tab.

Figure 176 Incident Screen with new Follow-Up information

Exiting from the Case Management Module

To exit from the Case Management module and return to the Incident Based Reporting menu, click the **Exit** button at the bottom of the screen.

Optional Modules

How to use the Optional Modules and Airport Modules

The Optional Modules are a set of modules encompassing other areas of law enforcement and airport duties not related to dispatched calls. Some of these duties include:

- Alarm tracking

- Key control

- Maintenance logs

- Noise complaints

- Patrol duties

- Phone call logging

- TARMAC access

- Wildlife Sitings/Kill Permits

To access these modules, go the main **Computer Aided Dispatch** or **Calls for Service** menu and press the **Options** button:
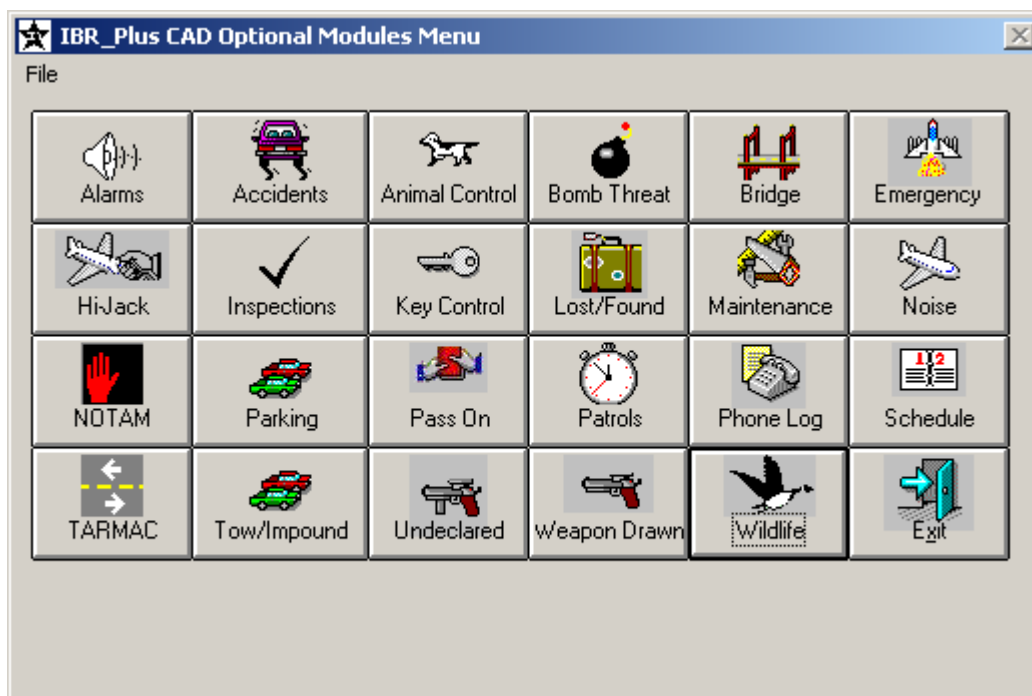
Figure 177 Optional Modules Menu

The Optional Modules Menu screen will appear.

Press the button for the module you wish to access. The appropriate screen will appear.

Adding a Record

To add a record, click the **Add** button. A new numbered line will appear at the top of the data grid with the current date as the default date. You can modify the date/time by clicking in the date/time cell with your mouse and pressing the **Enter** button. Repeat for the other data cells. For certain data types, you will be given a drop down list from which to choose your selection. For example, cells that correspond to officer number will have a drop-down list of all of the officer numbers in the IBR_Plus system. You will also receive a drop-down box when choosing a record type.
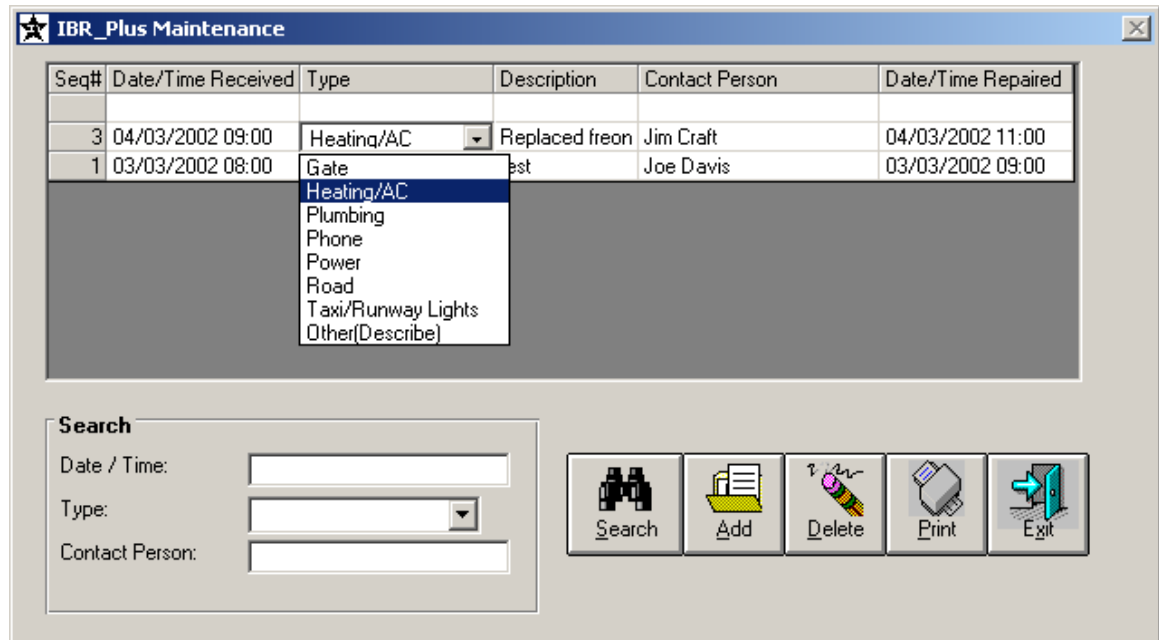
Figure 178 Example of Optional Module Data screen

Deleting a Record

To delete a record line, click on a cell in the appropriate line and press the **Delete** button. You will be prompted with a message confirming that you wish to delete that sequence number. Click **Yes** if you do wish to continue with the delete.
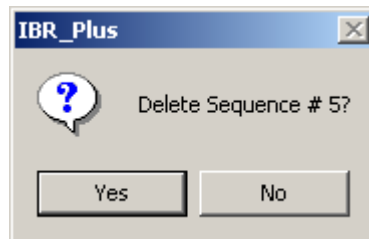
Figure 179 Delete Prompt

Searching for Records

To search for particular records, enter your search criteria in the appropriate text boxes or drop-down lists to the left of the button row. You can enter any combination of search data corresponding to those boxes. Press the **Search** button to search for the desired records. Only matching records will appear in the data grid. You will receive a message if no matching records are found.
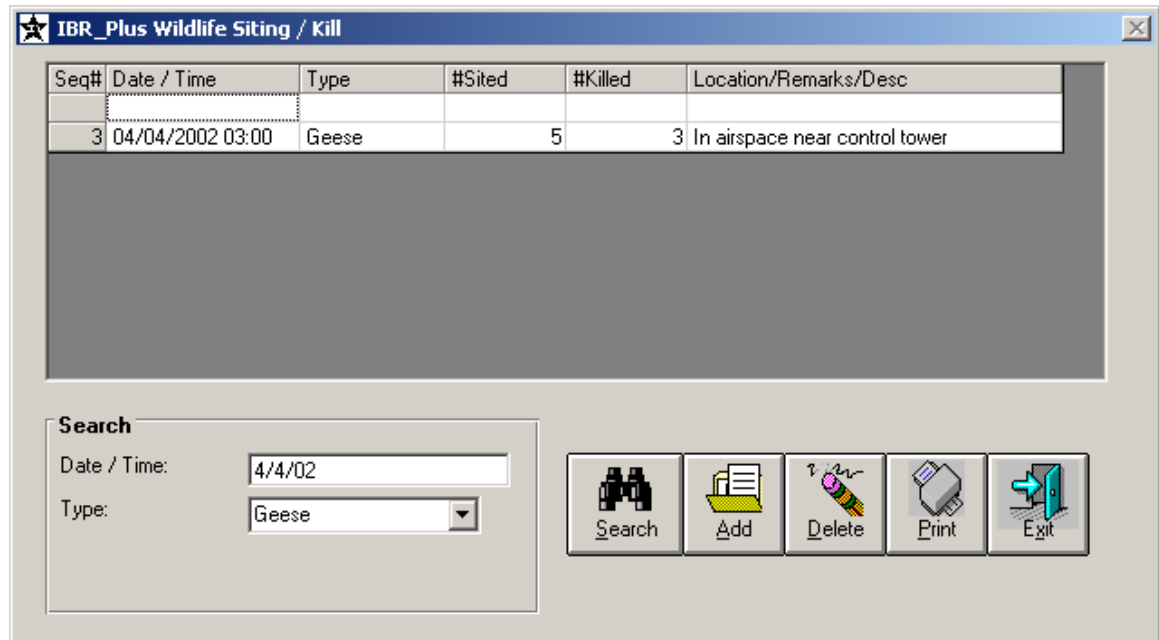
Figure 180 Optional Modules Search Results

Printing Records

To print the records shown in the grid, click the **Print** button.

Various Optional Modules Screens

Below are various screens that are currently available through the Optional Modules system.
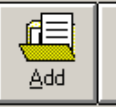
Figure 181 Optional Modules Alarms Screen
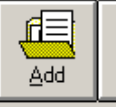
Figure 182 Optional Modules Key Control Screen
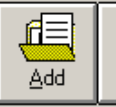
Figure 183 Optional Modules Maintenance Screen
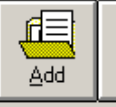
Figure 184 Optional Module Noise Complaints

Figure 185 Optional Modules Patrol Screen

Figure 186 Optional Module Phone Log screen
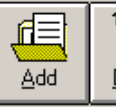
Figure 187 Optional Modules Tarmac Screen

Figure 188 Optional Modules Wildlife Siting/Kill Permit Screen

Animal Control

How to use the Animal Control system

T he IBR_Plus Animal Control system tracks Animal Control Officer Activity reports and their associated animals as well as medication usage and inventory information.

The Animal Control system can be accessed by the following sequence of steps:

- Login to the **IBR_Plus** or **IBR_Utilities** program

- Select **Animal Control**

The Animal Control screen will appear:

Figure 189 Animal Control Entry Screen

Press **OK** to enter the software. The Animal Control Main Menu will appear:

Figure 190 Animal Control Main Menu

Maintaining Animal Control Codes

To perform code maintenance for the Animal Control system, from the Animal Control Main Menu, choose:

- Click the **File** menu

- Choose **Codes & Tables**

The Animal Control Code & Table Maintenance screen will appear:
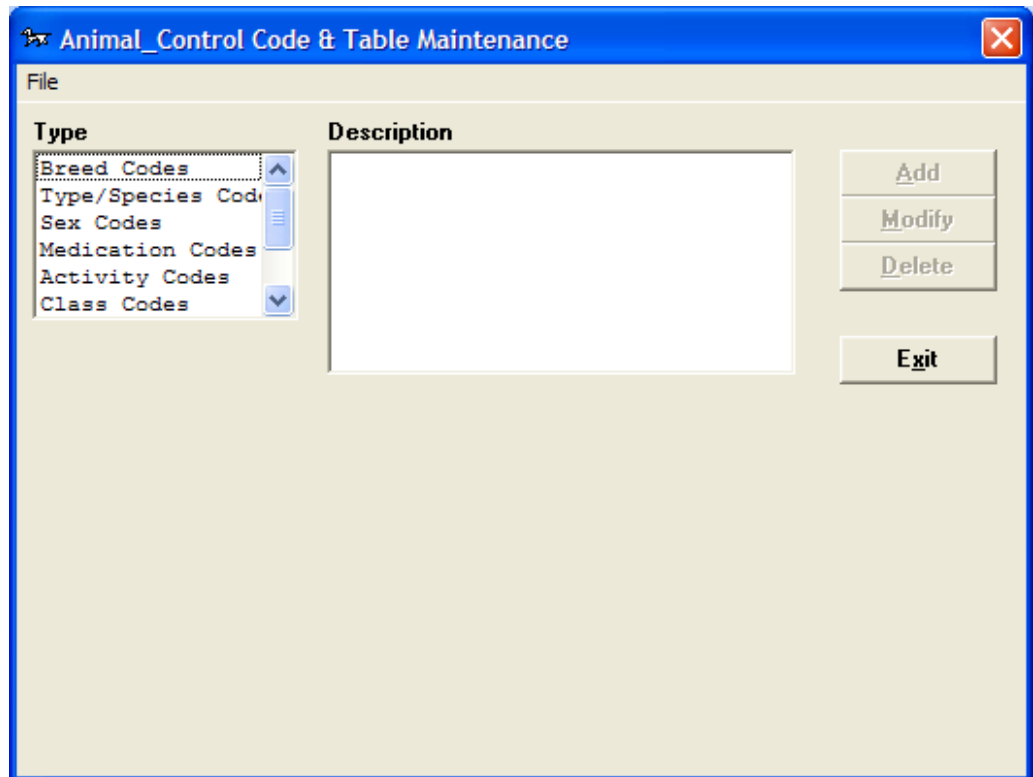
Figure 191 Animal Control Code & Table Maintenance screen

Turning Auto-Number Feature On or Off

Each Animal Control Officer Activity Number consists of the year followed by a dash and then a six digit incremental number. An example would be 2005-000456. You can choose to have each Animal Control Activity Report Auto Numbered for you automatically by the system or you can provide the incident number manually (for example, to match your AC I Activity Number with your CAD Call Number).   To set the system to use the Auto Number feature, from the Code & Table Maintenance screen:

- Click **File**

- Choose **Turn Auto-Numbering On/Off**

- At the bottom of the screen, select the appropriate radio button to turn the auto-number feature on or off and then press the button labeled Save.
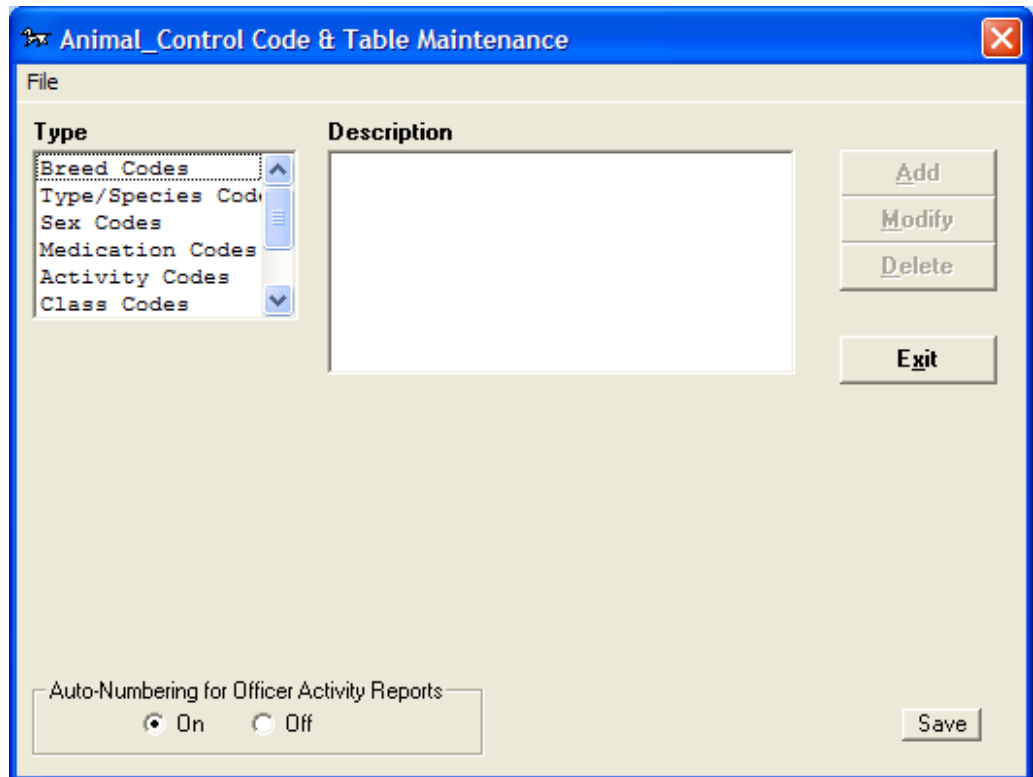
Figure 192 Auto-Number Option screen

Setting or Resetting the Auto-Number

To set or reset the Auto-Numbered Incident Number, from the Code & Table Maintenance screen:

- Click **File**

- Choose **Reset Auto-Number**

- At the bottom of the screen, enter the auto-number year and then enter the report number with which you want to start and then press the button labeled **Save**.

Figure 193 Auto-Number Set/Reset

** NOTE ** At the beginning of a new year, once you have entered all of the reports for the previous year, you would want to reset the Incident number to start at the new year and report number one using the instructions above.

Setting Agency Defined Codes

There are many agency defined codes that can be set in the Animal Control system including:

- Breed Codes

- Type/Species Codes

- Sex Codes

- Medication Codes

- Activity Codes

- Class Codes

- Order Codes

- Family Codes

- Group Codes

To add, modify or delete a code, first choose the type of code from the **Type** box by clicking on the code type. A list of current codes will appear in the **Description** box and entry boxes will appear below for the entry or modification of those codes. To modify an existing code, click on the particular code in the Description list and make any changes to that code in the boxes below. When complete, press the **Modify** button to save your changes. To add a new code, after choosing the Code Type, enter the new code information in the boxes below the description list and then press the **Add** button. To delete an existing code, click on the particular code in the Description list and then press the **Delete** button.

** NOTE ** If you delete a code that has already been used on various incident or animal information, you will no longer see that code information on the associated record.

Figure 194 Code Maintenance screen

Medication Codes: Medication codes are used in the Medication Inventory module as well as for information on euthanization on the Animal information screen. For each medication entered, a measurement type must also be chosen and this

measurement type will be used for all drug entries for inventory purposes as well as dispensed information for animals.

Adding Animal Control Officer Activity Reports

To add a new Animal Control Incident, from the Animal Control Main menu:

- Click the button labeled **Officer Activity**

- The Officer Activity menu will appear. If you have the auto-number feature enabled, you can simply press the **Add** button to add a new report. If you do not have the auto-number feature enabled, you must enter the report number and then press the **Add** button. Each Animal Control Officer Activity Number consists of the year followed by a dash and then a six digit incremental number. An example would be 2005-000456.
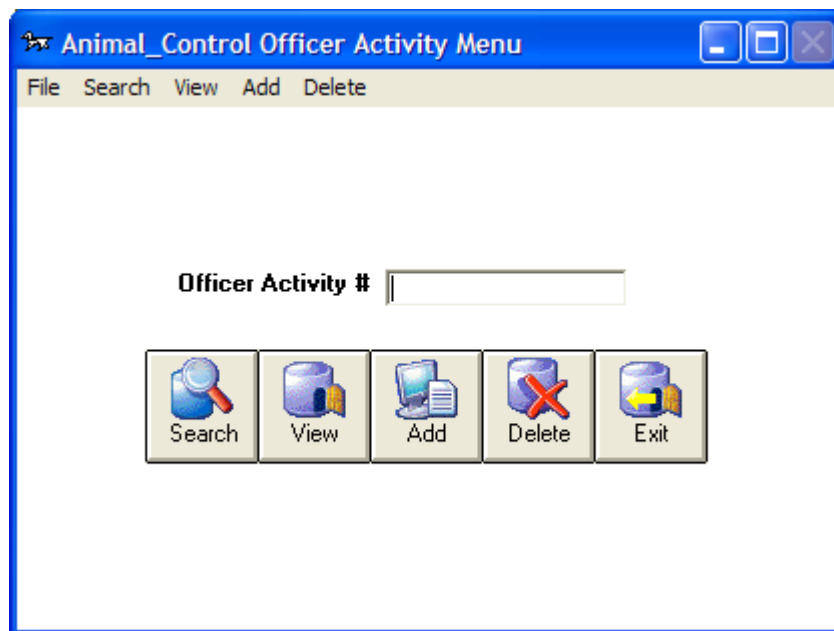

Figure 195 Officer Activity Menu screen

The Officer Activity report screen will appear. Fill out all of the appropriate information for the report. The complainant information is tied to the IBR_Plus Master Name system so names should be entered in the **Last Name,First Name** format (without a space between the last name and the

first name). Upon leaving the name field, you will be able to choose from an existing name or adding a new name. For additional information on adding names and using the Master Name module, please see the **Entering Names** section in **Chapter 1 (Introduction)** of the IBR_Plus User Manual.

When you have completed entering the Officer Activity information and are ready to exit, you can press the **Exit** button in the upper left corner to save the information and to exit back to the Officer Activity menu. Alternatively, you can press the **Escape** key on your keyboard to save and exit.

Figure 196 Animal Control Officer Activity screen

Entering an Officer Activity Report Narrative

To enter a new Officer Activity Report Narrative or to edit an existing Officer Activity Report Narrative, click the tab labeled Comment. Then click the **Edit** button. The text box will become enabled, allowing you to type in the description. If you wish to spell check the item, click the appropriate button. As in other IBR_Plus modules, the spell check button with the picture (ABC) will **not** check spelling of words with all capitalized letters. The **Spell** button without the pictures, will check spelling of words with all capitalized letters. Click **Save** when you are done.

Figure 197 Officer Activity Report Narrative information

Adding Animals

To add animal information to the Officer Activity screen, click the tab labeled **Animals** and then click the button labeled **Add**. The Animal Information screen will appear:

Figure 198 Animal Information screen

Fill in the appropriate information for the animal. The owner information is tied to the IBR_Plus Master Name system so names should be entered in the **Last Name,First Name** format (without a space between the last name and the first name). Upon leaving the name field, you will be able to choose from an existing name or adding a new name. For additional information on adding names and using the Master Name module, please see the **Entering Names** section in **Chapter 1 (Introduction)** of the IBR_Plus User Manual.

When entering the drug information, the measurement will automatically be chosen based on the code setup for that particular medication.

** NOTE ** Drug information and amounts entered on the animal screen will NOT affect the inventory levels maintained in the medication module. The inventory will only be debited/credited through the Medication Usage screen.

When you have completed entering the Animal information and are ready to exit, you can press the **Exit** button in the upper left corner to save the information and to exit back to the Officer Activity Report screen. Alternatively, you can press the **Escape** key on your keyboard to save and exit.

Viewing an Existing Animal

From the Officer Activity screen, click the tab labeled **Animals** and then click the appropriate animal in the list and then click the button labeled **View**. The Animal Information screen will appear. Alternatively, you can double-click the animal in the list.

Deleting an Existing Animal

From the Officer Activity screen, click the tab labeled **Animals** and then click the appropriate animal in the list and then click the button labeled **Delete**. The Animal Information screen will appear. You will be asked to confirm that you do wish to delete that animal, click **Yes**.

Printing the Animal Information

To print the animal information press the **Print** button in the bottom left of the screen on the appropriate animal's information screen.

Printing the Officer Activity Report

To print the Officer Activity Report (including any associated animal information), press the **Print** button on the Officer Activity Report screen.

Tracking Medication Inventory

You can track the usage and balance of medications through the Medication Usage screen. First, you must have added the medication codes and measurement type through the codes modification process described earlier in this chapter. To access the Medication Usage screen, from the Animal Control Main Menu, press the button labeled **Medication**.

Figure 199 Medication Usage Screen

To view the inventory for a particular drug, first choose the **Type of Drug** from the drop-down list. The measurement type will be selected for you when you tab out of the drug type field. A list of transactions will appear in the grid below.

Adding a Medication Transaction

To add a new transaction, press the **Add** button above the grid. A new numbered line will appear. The current date will be filled in but you can change that to reflect a different transaction date if desired. The medication and quantity will also be filled in automatically. Click the **Officer** field and you can choose the officer who made the transaction from the drop-down list that appears. Enter either a positive or negative amount in the **Quantity** field.

** NOTE ** You must enter a *NEGATIVE* number in order to decrement the account and show that drug usage has occurred. To add to the inventory, enter a positive number.

You can enter an animal number or a comment in the **Animal # / Comment** field. To view the current balance, press the **Balance** button.

Deleting a Medication Transaction

To delete a transaction, click on the line for that transaction and then press the button labeled **Delete** above the transaction grid.

Searching for Animal Control Records

Searching for Animals or People

To search for individual animals or people including complainants and owners, from the Animal Control Main Menu, press the **Search** button. The Search screen will appear.

Figure 200 Animal Control Search Screen

** NOTE ** You can search for either a person or an animal. If you enter a person's name, that will be the only criteria searched against.

You can search by:

- The name of a owner or complainant (enter name in the format *Last Name,First Name)*

- Animal Name

- Tag Number

- Tag Type

- Species

- Breed

- Sex

- Color

- Eye Color

- Ears

- Weight Group

- Coat

- Tail

- Collar Type

- Collar Color

Once you have entered the criteria you wish to search against, press the **Search** button. You can click on a search result to view that record.

Searching for Officer Activity Reports

To search for Officer Activity Reports, from the Animal Control Main Menu, press the **Officer Activity** button. From the Officer Activity menu, press the **Search** button. The Officer Activity Search screen will appear.

Figure 201 Officer Activity Search

You can search by:

- Officer Activity report number

- Date Range

- Activity

- Officer

- Warrant / Summons Number

- Call Number

Once you have entered the criteria you wish to search against, press the **Search** button. You can click on a search result to view that record.

Animal Control Reports

To run an Animal Control Report, from the Animal Control Main Menu, select the **Reports** option and then choose from one of the following reports:

- Officer Activity Master List

- Animal Master Listing

- Drug Inventory

The Report Control screen will appear; enter the appropriate date range, sort and/or selection options and then press the **Print** button.

** NOTE ** Requires that a default printer is set for that workstation.

Figure 202 Animal Control Report Control

Parking

How to use the Parking system

T   he IBR_Plus Parking system tracks Parking Registrations (Permits) and Parking Violations (Tickets).

The Parking system can be accessed by the following sequence of steps:

- Login to the **IBR_Plus** or **IBR_Utilities** program

- Select **Parking**

The Parking screen will appear:

Figure 203 Parking Menu screen
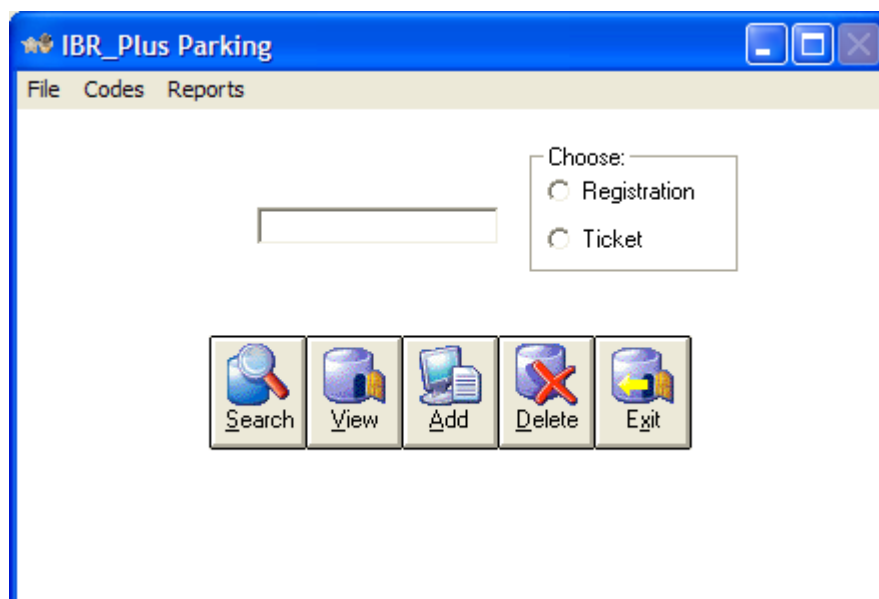
Maintaining Parking Codes

Maintain Parking Codes

To perform code maintenance for the Parking system, from Parking Main Menu, choose:

- Click the **Codes** menu

- Click the **Parking Codes** selection

The Parking Codes screen will appear:

Figure 204 Parking Code screen

You can maintain the following Parking Codes:

- Appeal Status

- Payment Types

- Permit Types

- Void Types

To modify codes, first click on the type of code you wish to modify. A current list of that type of code will appear in the box to the right.

To add a new code, type the new code into the box labeled **Code** and then types the description into the box labeled **Description**. Press the button labeled **Add**. The new code will appear.

To modify an existing code, click the code you wish to modify in the box on the right side of the screen. The code details will appear in the **Code** and **Description** boxes at the bottom of the screen. Make the necessary changes to the code description and then press the button labeled **Modify**.

To delete an existing code, click the code you wish to delete in the box on the right side of the screen. The code details will appear in the **Code** and **Description** boxes at the bottom of the screen. Press the button labeled **Delete.**

** NOTE ** Deleting a code that has already been used in parking records will essentially remove that piece of data from the associated records.

To print a list of codes, choose the appropriate type of code and then press the **Print** button.

Setting Tow Limit

You may set the number of open tickets allowed prior to a vehicle being code. When you enter an existing ticket in the system, a message will appear if you that vehicle license plate has met the open ticket limit. To set how many open tickets a vehicle must have before the tow flag will appear, from the Code Maintenance screen, click the **File** menu and choose **Set Tow Limit** menu. Enter the number of open tickets and then press the button labeled **Set** to save the information.

Figure 205 Setting Tow Limit

Maintain Parking Charges

To set and maintain parking charge (ordinance) information, from the Parking Main Menu:

- Click the **Codes** menu

- Click the **Charges** selection

The Charge Information screen will appear.

Figure 206 Parking Charge Information

To add, modify or delete a charge, first type in the charge number with which you wish to work in the Charge box at the top of the screen and then press the **Next** button. If the charge already exists, you will see the information about that charge appear on the screen and you may modify it as needed. If the charge does not exist, fill in the Literal and fine information as needed.

Each fine in the parking system can have up to ten different fine levels depending on when that find is paid. For example, the ticket may have a fine of $15 if paid in the first three days; afterwards it may then go up to $25 if paid in the first week and then the fine may increase to $35. Starting with the lowest fine, enter the fine amount in the **Fine1** box and indicate the number of days or hours for which that fine is valid and then select whether it is measured in days or hours in the **Duration** box. Continue until all applicable fine amounts have been entered. For the highest amount valid for that fine, leave the **Fine Amount Valid For** box blank and choose **Final** in the

duration box. If there is only one fine for a particular charge, enter the fine amount and choose the duration of Final in the Fine1 parameters.

If this was an existing charge to which you made changes, press the button labeled **Modify** to save your changes. If this was a new charge, press the **Add** button to save your changes. To delete an existing charge, find the charge by entering the charge number and then pressing **Next**; press the **Delete** button to delete the charge.

** NOTE ** Insure when working with fines that you first type in the Charge number and then press Next to insure that the fine does not already exist. If you enter a charge number and enter the charge's information without pressing the next button first, you will not be able to add the information until you press Next. Pressing the Next button will clear any information you had already typed.

To print the charge information, with that charge information on the screen press the button labeled **Print**.

Parking Registrations

Entering a Parking Registration

To enter a parking registration, from the Parking Main menu, enter your Registration / Permit number and select the radio button labeled Registration. The registration number can be up to eight digits in length. Then press the **Add** button.

Figure 207 Entering a Registration record

You will receive a confirmation message to insure that you wish to add the new registration number; press **Yes**.

The Registration screen will appear.

Figure 208 Registration screen

For each registration, you can enter:

- Date Issued

- Issued By Officer

- Type Permit

- Permit Expiration Date

- Habitual Offender

- Registrant name, address, phone, SSN, OL Num, OL State

- OL Expiration Date

- Non-Residence / Permanent address & Phone

- Vehicle License Number, State, Expiration Date

- Vehicle Year, Style, Make, Model, Color1, Color2 (VCIN codes are listed in the drop-down lists for these fields or you can manually type in your own description)

- Owner Name, Phone, Address

- Comment

The registrant name is part of the central master name file. Enter in the registrant's name and then press the **TAB** key. The Master Name Search will appear. If the name of the registrant is already on file, highlight the appropriate name and click **Use this PID**. If this is a new person who has not been entered into the system previously, click **Add new PID**. For more details, see the Help Manual chapter on the Master Name file. Press the **View Person** button to add/view additional personal details including address, SSN, birth date, etc.

If you would like to see if this vehicle has had any tickets written against it, after entering the Vehicle License and State information, press the **Match** button. A grid will appear to the right listing any tickets found for that plate number / plate state.

To save your registration, press the **Exit** button.

Viewing an Existing Registration
To view an existing registration, you may either search to find the registration (see Parking Search instructions), or if you know the permit number you may enter it on the Parking Main Menu, select the Registration option and then press the **View** button.

Printing a Registration
To print a registration, view the registration that you wish to print and then press the button labeled **Print**.

Printing a Registration Notice Letter
If you would like to print a expiration notice letter for a permit, view the registration and then press the button labeled **Notice**. You will receive a confirmation message verifying that you wish to print the letter.; press Yes. You will receive another message asking if you wish to use the Resident / Current address on the notice letter. Pressing Yes will use the Resident / Current address; pressing No will use the Non-Resident / Permanent Address. A letter will print detailing the registration and when it expires. The letter starts mid-way down the printed page to allow for printing on agency letterhead.
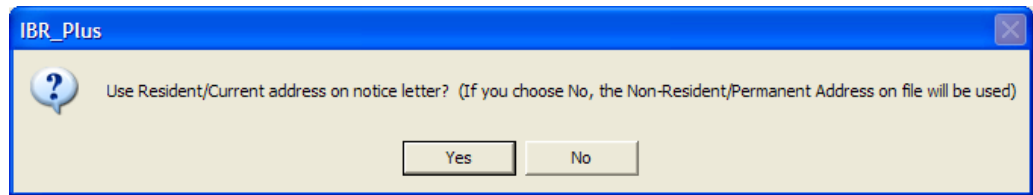
Figure 209 Notice Letter address verification

Deleting an Existing Registration

To delete an existing registration, from the Parking Main menu enter the Registration number, select the Registration option and then press the **Delete** button. You will receive a confirmation message asking if you wish to delete the registration; press **Yes** to delete.

Parking Violations

Entering a Parking Violation

To enter a parking violation, from the Parking Main menu, enter your Violation / Ticket number and select the radio button labeled Violation. Then press the **Add** button.
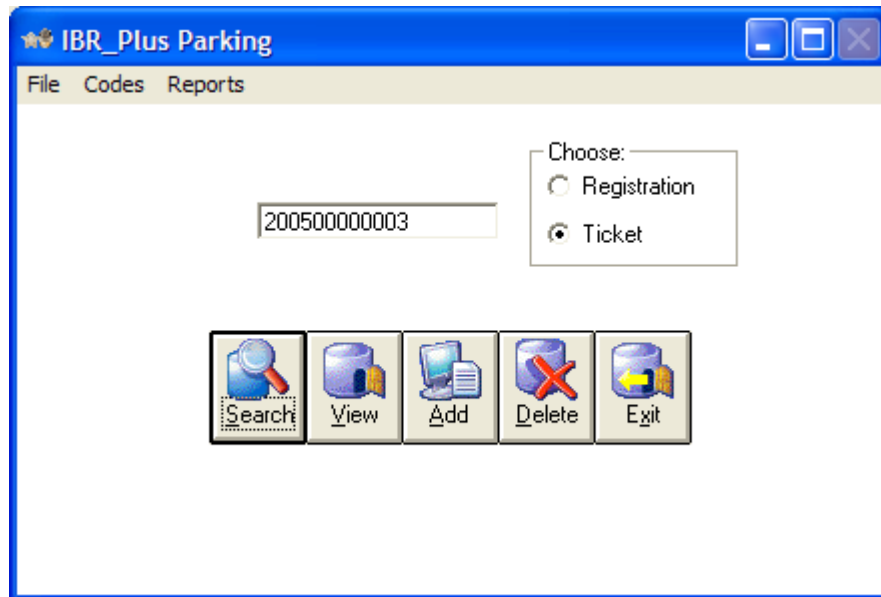
Figure 210 Entering a Violation Record

You will receive a confirmation message to insure that you wish to add the new violation number; press **Yes**.

The Violation screen will appear.

Figure 211 Violation Screen

For each violation, you can enter:

- Date/Time Issued

- Issued By Officer

- Permit Number

- Area (from Zone Codes)

- Charge Code, Description, Fine Amount (calculated), Fine Amount (User Specified)

- Offense Location

- Owner/Registrant Name

- Vehicle License Number, State, Expiration Date, Plate Type

- Vehicle Year, Style, Make, Model, Color1, Color2 (VCIN codes are listed in the drop-down lists for these fields or you can manually type in your own description)

- Towed By, Towed To, Tow Date/Time

- First and Second Notice Dates

- Court Date/Time

- Summons Number, Summons Date

- Appeal Date, Appeal Status

- Void Date, Void Type

- Date/Time Due

- Date/Time Paid, Amount Paid, Payment Type

- Comment

The owner / registrant name is part of the central master name file. Enter in the owner's name and then press the **TAB** key. The Master Name Search will appear. If the name of the registrant is already on file, highlight the appropriate name and click **Use this PID**. If this is a new person who has not been entered into the system previously, click **Add new PID**. For more details, see the Help Manual chapter on the Master Name file. Press the **View Person** button to add/view additional personal details including address, SSN, birth date, etc.

To enter charge information (for a charge entered in the Parking Charge codes), you can enter all or the first part of the charge number and then press the **?** and a list of matching charges will appear. Click the charge to select it and that description will appear on the screen.

Charge Code	Charge Description
14.2-	
14.2-2222	Parking in Handicap Space
14.2-2323	Parking by Fire Hydrant
14.2-5656	Parking in Loading Zone
14.2-5757	Parking in Fire Zone
14.2-6767	Parking in Bus Zone

Figure 212 Charge Selection

If you would like to see if this vehicle has had any permits, after entering the Vehicle License and State information, press the **Match** button. A grid will appear to the right listing any permits found for that plate number / plate state.

To save your Violation, press the **Exit** button.

Manually Setting the Fine Amount

The system will automatically calculate the fine amount for a ticket (if that charge is set up as a parking charge code) when you view that ticket based on the charge code parameters previously entered. If you need to manually override that fine (or set a fine for a charge that is not currently a parking charge code), you may press the button labeled **Manually Set/Reduce/Increase Fine**. The **Fine Amount (Overridden by User)** box will open up and allow you to enter the manual fine amount.

When you exit and save that information, the userid, date/time and fine change will be logged in the **Fine / Void History**.

Voiding a Ticket

If you need to void a ticket, press the button labeled **Void**. The **Void Date** and **Void Type** boxes will open up and allow you to enter the appropriate void information.

When you exit and save that information, the userid, date/time and fine change will be logged in the **Fine / Void History**.

Viewing an Existing Violation

To view an existing violation, you may either search to find the violation (see Parking Search instructions), or if you know the ticket number you may enter it on the Parking Main Menu, select the Violation option and then press the **View** button.

When you view an existing violation, the system will display the status of the ticket (paid, 1st Notice, 2nd Notice, Appealed, Void, Pending, etc.). Also, if that vehicle has met the tow limit match, it will show a message indicating the number of unpaid tickets and the fact that it is eligible to be towed.

** NOTE ** The tow limit information will only displayed after the ticket has been saved in the system. For example, the message will not show when you first enter the ticket information but after exiting and saving that ticket, the tow message will appear the next time you view that or another ticket for that vehicle.

Printing a Violation

To print a violation, view the violation that you wish to print and then press the button labeled **Print**.

Printing a Vehicle Notice Letter

If you would like to print a notice letter for a ticket, view the violation and then press the button labeled **Notice**. If a First Notice has not yet been printed, you will receive a

message asking if you wish to print the First Notice and update the First Notice date. Press **Yes.** A letter will print detailing the ticket information and the fact it is the first notice. The letter starts mid-way down the printed page to allow for printing on agency letterhead.

If a First Notice has already been printed, you will receive a message asking if you wish to print the Second Notice and update the Second Notice date. Press **Yes.** A letter will print detailing the ticket information and the fact it is the second notice.

Deleting an Existing Violation

To delete an existing violation, from the Parking Main menu enter the Violation number, select the Violation option and then press the **Delete** button. You will receive a confirmation message asking if you wish to delete the violation; press **Yes** to delete.

Searching for Parking Records

To search for existing parking records, from the Parking Main Menu press the **Search** button. The Search screen will appear.

Figure 213 Parking Search screen

Enter the search criteria you which to search by and choose whether you wish to search against Tickets, Registrations or Both. Press **Search** to view a list of your results. Clicking on a search record will take you to that record and load the

appropriate Registration or Violation. If you wish to print a list of your search results, press the **Print** button instead.

You can search by:

- Registration Number

- Violation Number

- Date Range (Issued Date)

- Time Range (Issued Time)

- Vehicle License and Vehicle State

- Charge Code

- Issued By Officer

- Make

- Model

- Name (if searching by name, that will be the only criteria searched against)

Parking Reports

To run a Parking Report, from the Parking Main Menu, select the **Reports** option and then choose from one of the following reports:

- Registrations by Date

- Registrations by Expiration Date

- Violations by Date

- Violations by Due Date

The Report Control screen will appear; enter the appropriate date range and choose the appropriate sort option and then press the **Print** button.

** NOTE ** Requires that a default printer is set for that workstation.

Figure 214 Parking Report Control screen